



DISTRICT SECURITY AND EMERGENCY RESPONSE PLAN 2023



www.rivcoparks.org

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT

DISTRICT SECURITY AND EMERGENCY RESPONSE PLAN

TABLE OF CONTENTS

HURKEY CREEK PARK.....	3
IDYLLWILD PARK.....	46
LAKE CAHUILLA	88
LAKE SKINNER	130
MAYFLOWER PARK	177
RANCHO JURUPA PARK.....	219

FACILITY EMERGENCY PLAN

FOR

**HURKEY CREEK PARK
56375 HWY. 74
MOUNTAIN CENTER, CA. 92561**

REVISED/REVIEWED- 4-2-2023

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) is located at the in the Day Use Parking lot next to the playground.

FACILITY EMERGENCY ACTION PLAN

INTRODUCTION

This is the Facility Emergency Action Plan for **Hurkey Creek Park**

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 developed 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, the plan should be reviewed on a regular basis and updated as often as necessary.

SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.

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 of 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 Organization or Facility Manager believes it is necessary to do so.

Table of Contents

- 1.0 EMERGENCY TELEPHONE NUMBERS**
- 2.0 SAFETY COMMITTEE ROLES AND RESPONSIBILITIES**
- 3.0 FACILITY DESCRIPTION, OPERATING PROCEDURES AND MAPS**
- 4.0 EMERGENCY ASSEMBLY POINT (EAP)**
- 5.0 ROSTER**
- 6.0 UNIQUE HAZARDS**
- 7.0 OTHER HAZARDS**
- 8.0 FACILITY ALARMS & UTILITY SHUT-OFFS (MAPS)**
- 9.0 EMERGENCY NOTIFICATIONS**

ACCIDENT/INJURY – EMPLOYEES

ACTIVE SHOOTER

AFRICANIZED HONEY BEES

BOMB THREAT

CHEMICAL SPILL/TOXIC EMISSIONS

CIVIL DISORDER

EARTHQUAKES

EVACUATION PROCEDURES (GENERAL)

EVACUTATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

EXTREME HEAT (HEAT ILLNESS)

HYPOTHERMIA & FROSTBITE

FIRE

FLASH FLOODS

PARK CLOSURE

POWER (UTILITY) OUTAGE

ROBBERY

STRAY ANIMALS

SUSPICIOUS PACKAGES

THUNDERSTORMS AND LIGHTING

SAFETY COMMITTEE COMMUNICATION

Emergency Telephone Numbers

Hurkey Creek County Park
56375 Highway 74
Mountain Center, CA 92561

First Contact: Anthony Miller - Park Ranger Supervisor

Second Contact: Richard Aguilera- Park Ranger

Third Contact: Dave Ledbetter – Park Maintenance Worker

Caretaker: Kimberly Boyer

Camp Host:
Rick Boomer
Stella Davies

General Emergency Numbers

Utility Companies:

Gas Company: Suburban Propane 951-659-3568

Electric Company: Anza Co-Op 951-763-4333

In-House Numbers:

Park District Headquarters 951-955-4310

HR/Safety Office 951-955-3520

Emergency Service Division 951-955-4700

Safety Committee Roles and Responsibilities:

Site Supervisor/Safety Officer Anthony Miller, Park Ranger Supervisor

Facility Description:

Hurkey Creek Park is a 63 acre campground located at 56375 Highway 74 in Mountain Center, 8 miles from the small village of Idyllwild. The grounds feature 130 campsites, two large day-use areas, and 5 large group camp areas. There are 2 residences in the front portion of the Park- one designated the "Ranger Residence", the other simply "Residence". There is an entry booth (kiosk), an office and 2 separate maintenance buildings- designated as "Maintenance Shop" and "Garage". The park has 6 public restroom buildings; all but "Day Use" restroom have a 500 gallon propane tank for heating showers.

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) is located at the in the Day Use Parking lot next to the playground.

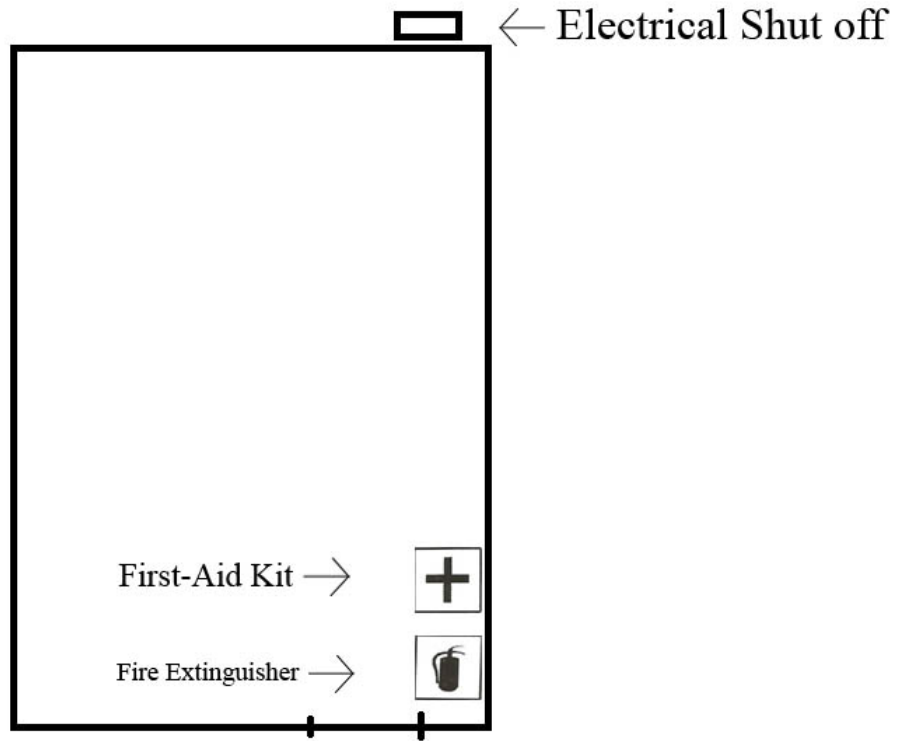
Roster:

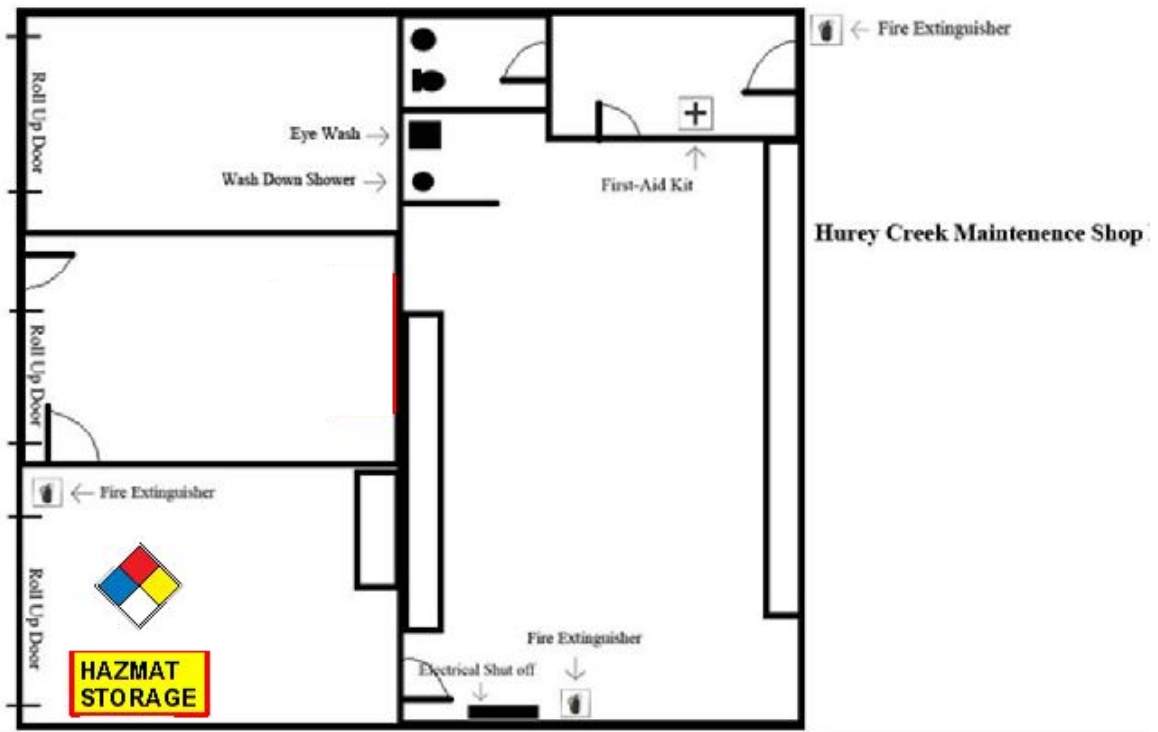
<u>Name</u>	<u>Position</u>	<u>Signature</u>
Miller, Anthony	Park Ranger Supervisor	_____ (Reports to Idyllwild, Lives on site)
Richard Aguilera	Park Ranger	_____
John Batterton	Maintenance Worker	_____
Ledbetter, Dave	Maintenance Worker	_____
Stella Davies	Camp Host	_____
Rick Boomer	Camp Host	_____
Kimberly Boyer	Caretaker	_____

HURKEY CREEK PARK - FACILITY MAP

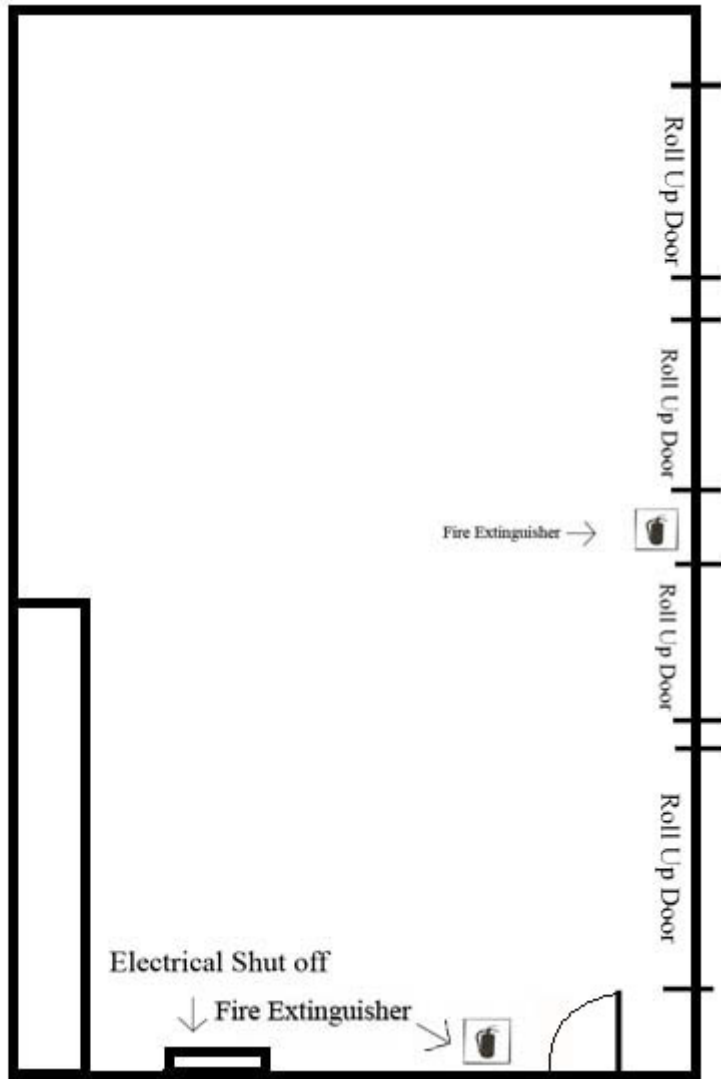


Hurkey Creek Park Office Floor Plan





Hurey Maintenance Shop – Alarm Located inside door in upper right hand corner.



Maintenance Garage (Where trucks/tractor are stored)

8.1 Alarms

There are no alarms in the park.

8.2 Shut-Offs (Make Map)

The main water shut off is located in the group sites near Loop B. Other water shut off's are located on the north side of Indian Hill Day Use and the west side of the meadow behind the brick building. All water shut off's are located in brown boxes.



Emergency Notifications

9.1 Immediate Emergency Notification (Life-Threatening)

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?
 - b.) Be sure and tell the dispatcher where you are located.
4. What is the emergency (fire, medical, hazardous materials?)
 - a.) How did it happen?
 - b.) When did it happen?
 - c.) 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.

Using PSEC Radio:

Switch to 8CALL90 channel. Hold down push to talk button state “Dispatch Emergency Break”. Once Dispatch responds describe the nature of your emergency.

Life Threatening Emergency Number:

9-1-1

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 Idyllwild County Park.

Calling 9-1-1 from a land line connects you to the Riverside County Sheriff's Department emergency dispatch center.

9.2 Emergency Notification (Non Life-Threatening)

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

Emergency Evacuation Procedures

1. In an evacuation, exit the building quickly and in an orderly manner, taking the safest and most direct route.
2. Proceed directly to the Emergency Assembly Point. The primary EAP is located in the day use parking lot.
3. 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/host in the park that is out off for the day.
4. DO NOT leave the EAP until instructed to by the facility manager, assembly point leader, or emergency responders.

ACCIDENTAL INJURY - EMPLOYEES

Procedures:

- 1, Administer immediate first aid as indicated using personal protective equipment (gloves, Etc.).
2. Call 9-1-1 from the kiosk phone or from your work cell 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.)
 - a. 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. Cal 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 502.0)
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-B)
4. Employee Claim Form (OWC-1)
5. Worker's Compensation Acknowledge Form ryvC-35)

ACTIVE SHOOTER

RUN HIDE/CALL 911 or RADIO DISPATCH FIGHT

An active shooter incident would involve an individual threatening to or actually shooting a firearm in or around the park. An active shooter is an armed person(s) whose action is immediately causing death or great bodily injury.

Because of the following factors, it is hard to reduce the risk of an active shooter: (1) the park does not have secure boundaries, as visitors can freely drive or walk into the camp from multiple points. (2) While the park is not remote, it is large with many different locations so it could take 10 minutes or more for law enforcement or emergency personnel to find you or subdue the suspect. Therefore, it is imperative that District staff be vigilant to identify risks and ensure all visitors/guests are in their appropriate spots.

During an emergency, staff should be familiar with the emergency action plan. Depending on the situation, staff will be alerted to the active shooter situation. Using District provided PSEC radios staff can communicate and establish the location of the shooter and radio 911 or dispatch. First, identify the general location of the threat. If safe Call 9-11 or Radio Dispatch. Be prepared to take immediate action, lock and barricade doors, and evacuate campers to a safe area by taking cover behind whatever may be around you such as trees, rocks, playgrounds, cabins, kiosks, and other buildings. You also need to be prepared to help those with special needs and/or physical challenges. This is different from other emergencies as we would not come together in one place until an "all clear" signal is heard. Remember that campers are likely to follow the lead of staff during an emergency. With campers, the biggest thing is for you to remain calm and in turn keep the guests calm. You should give guests clear and concise instructions as to what to do when such an event happens. In this instance, staff are responsible for their own safety first, and the safety of our guests second. You need to be prepared to help the greatest number of guests that you are able to help. This might mean you have to leave some guests to save others that are trapped or hurt until further resources arrive.

The following guidelines are based on studies of active shooter events by the FBI, Department of Homeland Security, and the U.S. Secret Service. The most important things to remember are: RUN, HIDE, FIGHT. For a violent situation like this, you actually do the opposite of other emergencies where you all gather in one place.

RUN away from the danger. Be out of the shooter's view. Do not return once you have made it to a safe place. Leave your belongings behind. Take your phone only if it's safe to do so.

HIDE in a safe area, out of the active shooter's view. Prevent individuals from entering an area where the active shooter may be, utilize the parks natural terrain and other out buildings to stay hidden. Indoors, stay in the building, locking or barricading doors, covering windows, and turning out the lights. Your hiding place

should not trap you or restrict your options for movement. You should hide behind large items (i.e. cabinets, desks) and remain quiet. Call 911 when you are safe. Avoid calling others; only call 911. If you are a safe distance from the shooter, call or text the camp director to alert him your whereabouts. Then silence your phone and turn off any other source of noise (i.e. radios, televisions, etc.)

Outdoors, guide guests to seek shelter in any safe building nearby. If not practical to do so: run with group toward opposite/safe direction; spread out in small pockets; run between trees/objects. Upon arriving at safer location, remain there. You and your campers should remain concealed and quiet until called out by police or one of your camp leaders who you can positively identify by voice or other sign. Be prepared to remain at that location for hours. When police arrive, keep your hands visible to responding officers and follow their instructions.

Provide protection if shots are fired in your direction. Do not attempt to move wounded people but if someone with you is wounded, use your first aid training.

If running and hiding are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. Stay low to the ground, even lying flat on your belly if possible. If you cannot speak, leave the line open and allow the dispatcher to listen.

Get out if you can, hide out if you must, and as a last resort commit to taking out your attacker. If you find yourself in the unenviable position of not being able to escape from an active shooter, your best chance of survival is to **FIGHT** and actively engage your attacker in combat. Take the shooter out. Be resourceful, use whatever tools (i.e. weapons) that are at your disposal. Throw items and improvise weapons. Work as a team if possible. Use items such as chairs, brooms, lamps, heavy garbage cans, sticks, rocks, or loop your belt through a heavy item to swing. Yell. Maintain a low center of gravity. A confident mindset and a willingness to attack are your most valuable assets in this situation. **SPEED, SURPRISE and AGGRESSIVE ACTION** are your best chance to combat an active shooter.

ALL CLEAR

When the incident is over you will be notified by police or camp staff through direct contact. Listen and follow all the directions given. This might mean coming out with your hands visible, or above your head. Do not come out of hiding just because the siren turns off. Do not come out of hiding just because you haven't heard anything in a while. If it is necessary to evacuate camp, you will be told how to do so. Assist other staff with the headcount process and continue to reassure your campers. At this point, put our campers and guests ahead of your own needs. We will assist you with personal counseling as soon as possible, should you need it.

MEDIA

If an active shooter event happens at camp, our normal media procedures will be put into play. First Contact Chief of Parks and Resources and Public Information Officer. For the safety of you, our other staff, and guests, please do not post anything on social media about the incident. This may make it more difficult for law enforcement and the District to manage the situation.

AFRICANIZED HONEY BEES

Background and Information

“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 and hybridized 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 attack any threat within 100 feet.
- Bees may pursue you up to a quarter of a 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

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 9-1-1 from the kiosk phone or from your work cell phone. 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.
3. 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 an absorbent pad and berms,
 - e. Cordon off the area,
 - F, Remain in the areas to direct emergency personnel to the scene.
4. Follow the instructions of the Riverside County Fire Department and other responding emergency personnel.
5. 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:
 - b. Follow the directions
 - c. Wear appropriate personal protective gear.
 - d. Clean up the spill according to the Material Safety Data Sheet and any instructions provided by the Riverside County Fire Department
6. Place the spilled materials and any contaminated material in a hazardous waste container.

If evacuation is necessary, you should inform everyone to evacuate the building immediately, following the general and specific evacuation procedures in this FEAP.

CIVIL DISORDER (Reviewed 9-16-2020)

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 Hurkey Creek Park of the situation.
2. Contact Supervisors and/or Area Manager.
3. Direct other people out of the area or attempt to restrict access to the building by locking doors.
4. Close all windows.
5. Close window coverings to prevent flying glass.
6. If you are in a vehicle, remain inside.

If evacuation is necessary follow directions from the Riverside County Sheriff's Department.

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

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.

After the emergency is over, the area needs to be inspected for safe. 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

CHECK FOR HAZARDS AROUND YOUR AREA

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 loss of life from an earthquake.

1. Place large or heavy objects on lower shelves.
2. Store breakable items in closed cabinets with latches.

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 [s 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 person, do not cover, or turn your 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.
- S. Be patient, the person may have difficulty comprehending the urgency of your

message.

9. Assist, or direct the individual to a safe locati

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 some 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 light headedness

Later symptoms of heat-exhaustion:

1. cool, moist skin
2. dilated pupils
3. headache
3. pale skin
4. irrational behavior
5. nausea and vomiting
6. 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 soft 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 10 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 limbs and fingernails and decreased alertness), call 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 RESTRICTIONS (Updated 9-16-2020)

Site Supervisor is to coordinate with Area Manager and Executive Team to implement fire restriction in anticipation of worsening fire behavior, in cooperation with outside agencies to prevent wildfire, or when weather conditions persist or intensify.

Procedures to follow in implementing fire restriction:

1. Notify marketing and guest services of fire restriction decision, establish email blast notification to all reservations, and posting of current restrictions prominently to website.
2. Signage in the park should be installed (with largest sign prominently placed up front for guests to see upon arrival.) Space out fire restriction signage through the park in high traffic areas.
3. Clean all fire rings to mineral soil to remove evidence of prior campfire usage and document. Use red tape/flagging to further discourage use if more visibility is desired.
4. Update voicemail message to feature prominently the fire restriction information.
5. Notify existing guests in park verbally, by handbill, or by loudspeaker to gain verbal compliance.
6. Verbal instruction to each guest upon check-in by Park Staff.

Procedures to follow in enforcing fire restriction:

1. All efforts should initially be geared to gaining voluntary compliance and end with full and complete extinguishing of flames and coals. If propane equipment permitted, define for what purposes/duration (e.g. propane allowed for cooking only, propane fire pits/heaters permitted for warming, etc.)
2. Communication and documentation essential; Night shift should document fire enforcements via email for morning shift and vice versa. Flagrant disregard for restrictions and Repeat offenders should be considered for citation and/or ban from parks at Site Supervisor/Area Manager discretion.
3. Contact Riverside County Sheriff and/or call 9-1-1 to report illegal ground fires and campsites.

Procedures for lifting fire restriction

1. Site Supervisor to work with Area Manager and/or Executive team to plan lifting of fire restriction when conditions warrant and/or other recreation (state and federal) entities lift restrictions for developed campgrounds.
2. Contact Marketing/Guest Services to update our websites and guests with current conditions.
3. Upon lifting of fire restriction, signage should be removed/replaced with current conditions.
4. Continue to encourage guests to keep fires low, in provided fire rings

Frostbite and Hypothermia

Frostbite and hypothermia are cold-related emergencies that may quickly become life or limb threatening. Preventing cold-related emergencies includes not starting an activity in, on, or around cold water unless you know you can get help quickly in an emergency. Be aware of the wind chill. Dress appropriately and avoid staying in the cold too long. Wear a hat and gloves when appropriate with layers of clothing. Drink plenty of warm fluids or warm water but avoid caffeine and alcohol. Stay active to maintain body heat. Take frequent breaks from the cold. Avoid unnecessary exposure of any part of the body to the cold. Get out of the cold immediately if the signals of hypothermia or frostbite appear.

Hypothermia is another cold-related emergency. Hypothermia may quickly become life threatening. Hypothermia is caused by the cooling of the body caused by the failure of the body's warming system. The goals of first aid are to restore normal body temperature and to care for any conditions while waiting for EMS personnel

Frostbite is the freezing of a specific body part such as fingers, toes, the nose or earlobes.

Signals of hypothermia include—

shivering, numbness, glassy stare, apathy, weakness, impaired judgment, and loss of consciousness.

What to do for hypothermia—

1. CALL 9-1-1 or the local emergency number.
2. Gently move the person to a warm place.
3. Monitor breathing and circulation.
4. Give rescue breathing and CPR if needed.
5. Remove any wet clothing and dry the person.
6. Warm the person **slowly** by wrapping in blankets or by putting dry clothing on the person. Hot water bottles and chemical hot packs may be used when first wrapped in a towel or blanket before applying. Rapid warming may cause dangerous heart arrhythmias. Warm the core first (trunk, abdomen), not the extremities (hands, feet).

Signals of frostbite include—

Lack of feeling in the affected area; skin that appears waxy, is cold to the touch, or is discolored (flushed, white or gray, yellow or blue).

What to do for frostbite—

1. Move the person to a warm place.
2. Handle the area gently; never rub the affected area.
3. Warm gently by soaking the affected area in warm water (100–105 degrees F) until it appears red and feels warm.
4. Loosely bandage the area with dry, sterile dressings.
5. If the person's fingers or toes are frostbitten, place dry, sterile gauze between them to keep them separated.
6. Avoid breaking any blisters.
7. Do not allow the affected area to refreeze.
8. Seek professional medical care as soon as possible.

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 you 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.
 - 1 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.

PARK CLOSURES

Purpose

At any time during normal operations of the park it may be necessary to close the park for the safety and welfare of the park's guests and it's staff. Extreme weather and localized emergency conditions may warrant closure of Parks for the safety of the public and staff. A determination shall be coordinated between Site Supervisor, Area Manager, and Chief of Parks and Resources to ensure precautions are made considering the best available data as shared between Parks and the National Weather Service, Riverside County Emergency Management Department, and local law enforcement and fire agencies.

Procedure

1. High Winds
 - a. When the National Weather Service (NWS) issues a Wind Warning for the area around the park steps should be taken to regularly check wind speeds around the park utilizing a wind meter that shall be kept at the kiosk. If the following parameters, the park should consider closures and high-risk areas cleared of guests for their safety.
 - i. Sustained wind of Forty (40) mph or higher for one (1) hour or more. OR
 - ii. Wind gusts of Fifty-eight (58) mph or higher
2. Fire
 - a. If a fire erupts in the area around the park, staff should take caution and watch the status of the fire carefully working with members of Open Space, District Chief, and outside agencies to determine any danger to the park.
 - i. A Park Closure would occur if an outside agency such as Cal-Fire were to issue an Evacuation Order for the area around the park. At this time Rangers and staff would work with local law enforcement to clear the park of guests in a safe and timely manner.
 - b. If a fire erupts inside of the park. Staff should take the following steps:
 - i. Contact 911 immediately to report the fire OR utilize handheld radios to contact dispatch.
 - ii. Clear the immediate area of guests to either address the fire directly or to wait for EMS to arrive.
 - iii. Follow all instructions given by EMS.
 - iv. If EMS determines an evacuation of the park is necessary Rangers and staff shall work with local law enforcement to evacuate the park and to close the park down until told by EMS or other law enforcement agency that it is safe to re-open.
3. Severe Storm, Earthquake, or Other

- a. On-site staff will need to determine the best course of action depending on the severity of a storm, earthquake, or calamity in or around the park and should follow the lead and/or recommendations of any EMS or Law Enforcement on site.

Communication:

1. Staff should communicate with each other primarily with Hand-Held Radios should they be available. The more 'public' the communication the better the implementation of the procedures will be.
2. The staff member who takes responsibility for the scene should immediately start communicating with those above them in the chain of command.
 - a. If it is determined a park needs to be closed the staff determining this should start with their immediate supervisor and work their way up the chain of command until they've either spoken to someone in person or left a voicemail with each member of their chain.
 - i. If necessary, Supervisors or Managers outside of their normal chain of command could be contacted. (example: if a Western Park cannot get a hold of anyone in their chain of command it might be necessary to reach out to the Area Manager of the Eastern Parks)
3. As staff at the park may be to occupy with immediate concerns to reach out to Public Information Office (PIO) of the district this step should be taken as soon as possible to help disseminate the closure details to the public. This step may be taken by the on-site staff or it could be handled by members of the on-site staff's chain of command.
 - a. Marketing phone number 951-955-2345
 - b. Submit a request through ParkBuzz marketing tab.
 - c. Send email directly to PIO.
4. Communication should be a constant throughout the emergency or closure for the duration. Any changes in circumstance should be reported and if the situation remains unchanged for a longer period of time regular updates should be sent up and down the chain of command on a pre-arranged basis (every hour would be a recommended starting point)

Post-Emergency/Closure:

1. Once the emergency or need for the closure has passed Staff should patrol the area affected to insure it is safe for the public to return to the area.
2. Once the park or section of the park is allowed to reopen staff should remain in the area to answer any questions and continue to observe and possible safety issues that may arise.
3. Pictures should be taken of the area if any damage was accrued.
4. Staff should compile an Incident Report using statements, pictures, and timelines to establish the who, what, when, where, and why.
5. Any damages should be addressed immediately and if damage sustained from the event poses a safety hazard the park or area of the park should remain closed until the safety hazard has been addressed and mitigated.

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.

LOST/FOUND CHILD/VULNERABLE ADULT

Purpose:

- a. The purpose of this procedure is to aid park staff in handling incidents that involve missing/found children and vulnerable adults (VA). The loss of a child or vulnerable person should be classed as a priority, exceeded only by imminent threat to life.

Procedures:

(Lost Child/VA):

2. When a child or vulnerable adult (VA) is reported missing the following procedure should apply:
 - a. The individual who is initially contacts whatever their position with the park is to remain with parent or caregiver (if present) and record the following information:
 - b. Name and contact details of person reporting the child/VA missing and their relationship to the child / vulnerable adult
 - c. Name of child / vulnerable adult
 - d. Age (or date of birth)
 - e. Physical description (sex, ethnicity, height, appearance, build, hair, clothing, distinguishing features)
 - f. Location last seen
 - g. Time last seen
 - h. Any other significant information.
 - i. The staff (if not a Ranger) should contact the on-site supervisor if present and/or a Ranger. If none of these are present at the time of notice then the initial contact will take lead on any search.
3. Rangers will coordinate the passing on of information obtained from the initial contact and organize a search of the party utilizing all available staff.
4. Search to include pre-identified areas such as playgrounds, campgrounds (to include restrooms), day use (including restroom), checkstand, and maintenance yards.
5. Rangers will notify the kiosk if the incident did not originate at the kiosk.
 - Staff should remain with the person reporting so that they are not distressed and are available to identify possible sightings of the child/missing person.
6. Should the lost child/VA not be found after an extensive search of the area listed above then a call needs to be made to Riverside County Sheriff.
 - a. If Supervisor is not present attempt to contact again in the following order.
 - Park Ranger Supervisor
 - Area Manager
 - Bureau Chief
7. Once Deputies arrive, they will take charge of the situation but staff should remain ready and nearby as they will need our assistance should the

search continue outside of the park and into the surrounding wilderness areas.

(After Reunion of Lost Child/VA and Guardian):

1. When the child/vulnerable person is reunited with parent/caregiver, Rangers or Lead Staff should notify all staff involved in the search via phone call or text. Kiosk should be notified next and then whatever Supervisor was communicated with during the establishment of the incident.
 - a. Enquiries must be made to establish where the child/vulnerable person has been and whether there is any further cause for concern/police intervention or any welfare needs.
 - b. When the identity of the found child/vulnerable person has been confirmed, event staff to be notified and normal duties resumed

(Found Child/VA):

1. Staff to remain with the child/vulnerable adult at the location they are found for 5 minutes and notify the Rangers immediately for assistance.
2. 1:1 contact with the child/vulnerable adult should minimized as much as possible. (physical contact with the child/vulnerable person should be avoided where possible)
3. Attempt to get the following information as best as Found child/VA can relay.
 - a. Name of child / vulnerable person
 - b. Who they're here with (mother, father, uncle, etc)
 - c. Name of the people they're with.
 - d. Age (or date of birth)
 - e. Location they last saw guardian
 - f. Time they last saw their guardian
 - g. Any other significant information.
 - h. The staff (if not a Ranger) should contact the on-site supervisor if present and/or a Ranger. If none of these are present at the time of notice then the initial contact will take lead on any search.
4. After 5 minute's child/VA should be taken to the Kiosk which will become the point of contact for the duration of the incident.
5. Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/VA recognizes the adult/caregiver.
6. Prior to discharging the child/VA, ensure the parent/caregiver is fit (for example that they are not intoxicated, emotionally distressed, angry) - Police intervention may be necessary if the parent/caregiver is unfit to care for the child/vulnerable person.
7. When the child/vulnerable person is reunited with parent/caregiver, Ranger should communicate with any staff involved in search via phone, radio, and/or text.

After Incident:

Rangers and Lead Staff on the incident will work together to write up an incident report and ensure any supervisors who were contact during the incident have been notified that the incident has concluded and how it was concluded.

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 Idyllwild Park a safe place by being alert to suspicious situations or persons and reporting them. Acting suspiciously on site, immediately notify Riverside County Sherriff's by calling their no-n-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 Sheriffs Department at 9-1-1 if you are unable to verbally communicate with 9-9-1, tap on the telephone receiver to alert the 9-1-1 operator that you are in danger.
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-she 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 persons 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.

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 or 9-1-1 if the wound needs immediate medical treatment.
6. Attempt to keep track of the animal.

SUSPICIOUS LETTERS AND PACKAGE

Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 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 for this site is: Idyllwild County Park Day Use Parking Lot.
9. Contact your supervisor to assist with media inquiries.
10. The Sheriff's Department or 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 9-1-1.

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.

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, clothes lines, poles or large trees.
- o. 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.

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: 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

FACILITY EMERGENCY PLAN

FOR

**IDYLLWILD REGIONAL PARK
54000 Riverside County Playground Road
Idyllwild, CA 92549**

REVISED/REVIEWED- 4-2-2023

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) is located at the in the Day Use Parking lot next to the playground.

FACILITY EMERGENCY ACTION PLAN INTRODUCTION

This is the Facility Emergency Action Plan for [Idyllwild County Park](#)

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 developed 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, the plan should be reviewed on a regular basis and updated as often as necessary.

SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.

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 of 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 Organization or Facility Manager believes it is necessary to do so.

Table of Contents

1.0	EMERGENCY TELEPHONE NUMBERS
2.0	SAFETY COMMITTEE ROLES AND RESPONSIBILITIES
3.0	FACILITY DESCRIPTION AND MAPS
4.0	EMERGENCY ASSEMBLY POINT (EAP)
5.0	ROSTER
6.0	UNIQUE HAZARDS
7.0	OTHER HAZARDS
8.0	FACILITY ALARMS & UTILITY SHUT-OFFS
9.0	EMERGENCY NOTIFICATIONS

ACCIDENT/INJURY – EMPLOYEES

ACTIVE SHOOTER

AFRICANIZED HONEY BEE

BOMB THREAT

CHEMICAL SPILL/TOXIC EMISSIONS

EARTHQUAKES

EVACUATION PROCEDURES (GENERAL)

EVACUTATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

EXTREME HEAT (HEAT ILLNESS)

HYPOTHERMIA & FROSTBITE

FIRE RESTRICTION

FLASH FLOODS

PARK CLOSURES

POWER (UTILITY) OUTAGE

ROBBERY

SNOW PLAY/SNOW CONDITIONS

STRAY ANIMALS

SUSPICIOUS PACKAGES

THUNDERSTORMS AND LIGHTING

SAFETY COMMITTEE COMMUNICATION

Emergency Telephone Numbers

Idyllwild County Park
54000 Riverside County Playground Road
Idyllwild, CA 92549

First Contact: Anthony Miller Park Ranger Supervisor
Cell: (951) 529-5620

Second Contact: Richard Aguilera- Park Ranger
Cell: 951-529-7786

Field Staff (see below for information)
Leonard Salsbury – Maintenance Worker
Cell: (951) 543-1634

Camp Hosts & Residents

Lydia Herrera: 760-625-3742
Josh Zarecky : Cell 317-998-1363 (Moving out May 2023)
Ted Jongewaard: Cell 951-204-1395 (Moving out May 2023)

General Emergency Numbers

Utility Companies

Gas Company: Suburban Propane 951-659-3568

Electric Company: Southern California Edison 800 684 8123

Water Company Idyllwild Water 951 659 2143

In-House Numbers:

Park District Headquarters 951 955 4310

HR/Safety Office 951 955 3520

Emergency Service Division 951 955 4700

Safety Committee Roles and Responsibilities:

Site Supervisor/ Safety Officer: Anthony Miller Park Ranger Supervisor (951) 529-5620

Facility Description:

Idyllwild County Park is located just outside of the town of Idyllwild and features lots of trees and rocks with a small day use area and 96 camp sites. Each site is provided with a fire ring and picnic bench. It is primarily a tent camping area although small trailers can sometimes utilize our bigger spots and larger RV's can utilize about a dozen spots to the rear of the park. There is one residence located at the front of the park across the street from the Kiosk. There is a large building known as 'The Shop' that houses our tools and our carts. There is a kiosk where customers check in and an office where we store files and other misc items. There are also three restrooms located throughout the park the first two restrooms have a 500 gallon propane tank to heat the water for the showers located inside.

Emergency Assembly Point:

The Emergency Assembly Point (EAP) is located in the day use area parking lot located next to Restroom #1 and just past the kiosk.

Roster:

<u>Name</u>	<u>Position</u>	<u>Signature</u>
Anthony Miller	Park Ranger Supervisor	_____
Richard Aguilera	Park Ranger	_____

Paige Valdez	Park Attendant	

Leonard Salsbury	Maintenance Worker	

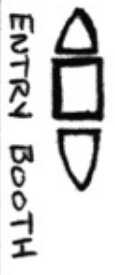
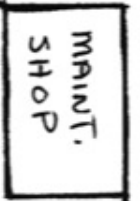
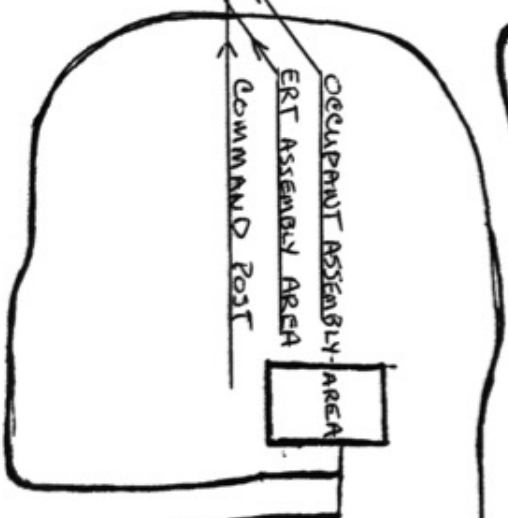
Josh & Laura Zarecky	Camp Host	_____
Ted Jongewaard	Camp Host	_____

IDYLLWILD PARK

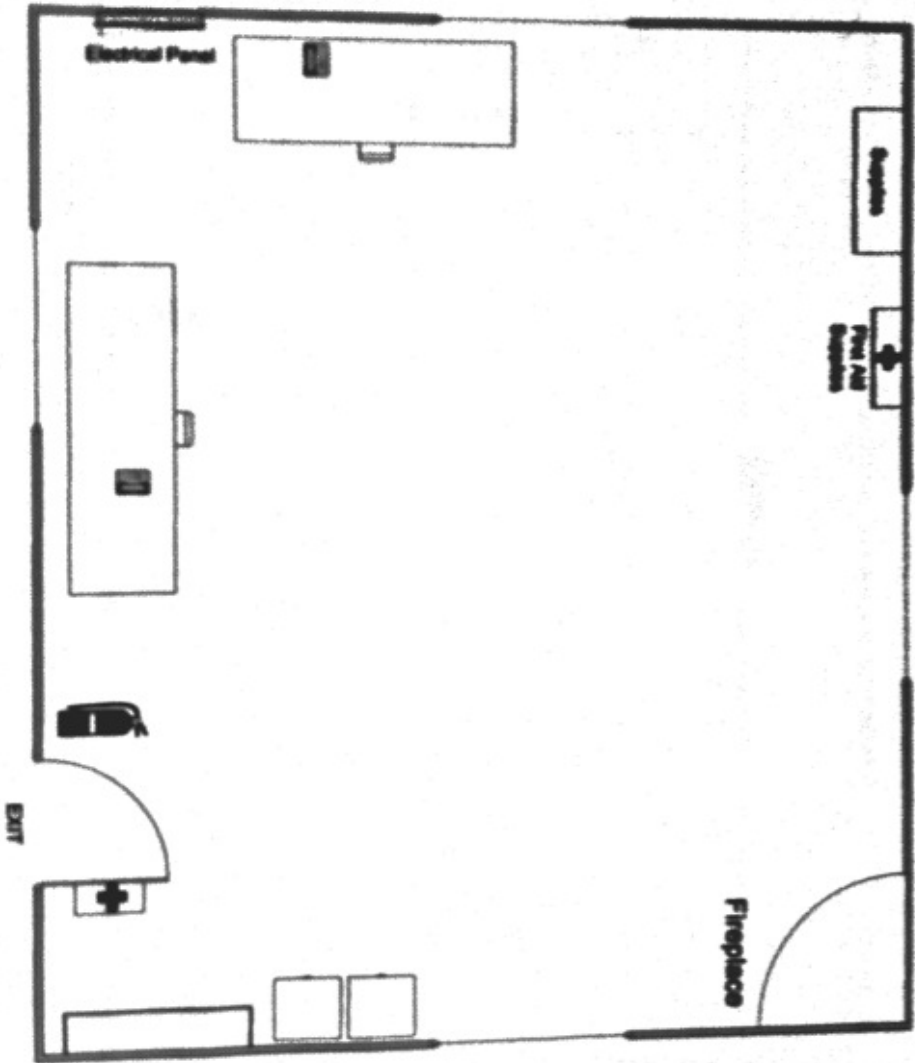
FACILITY SITE PLAN

NORTH
↓

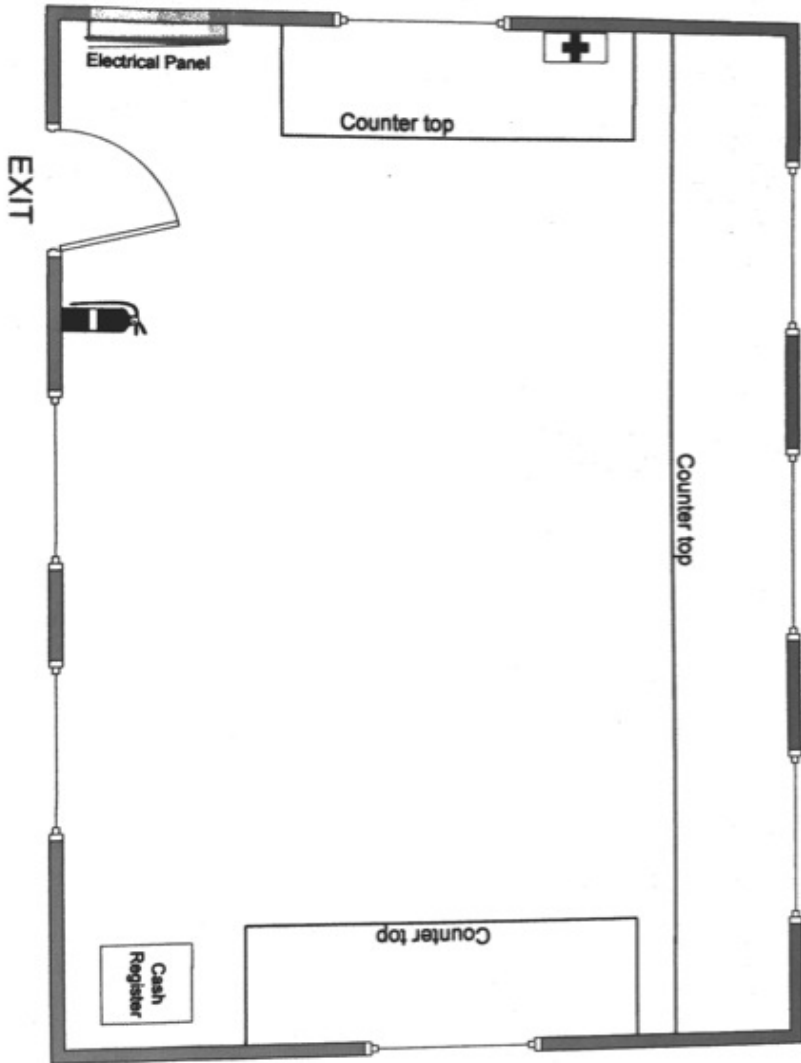
PARKING LOT



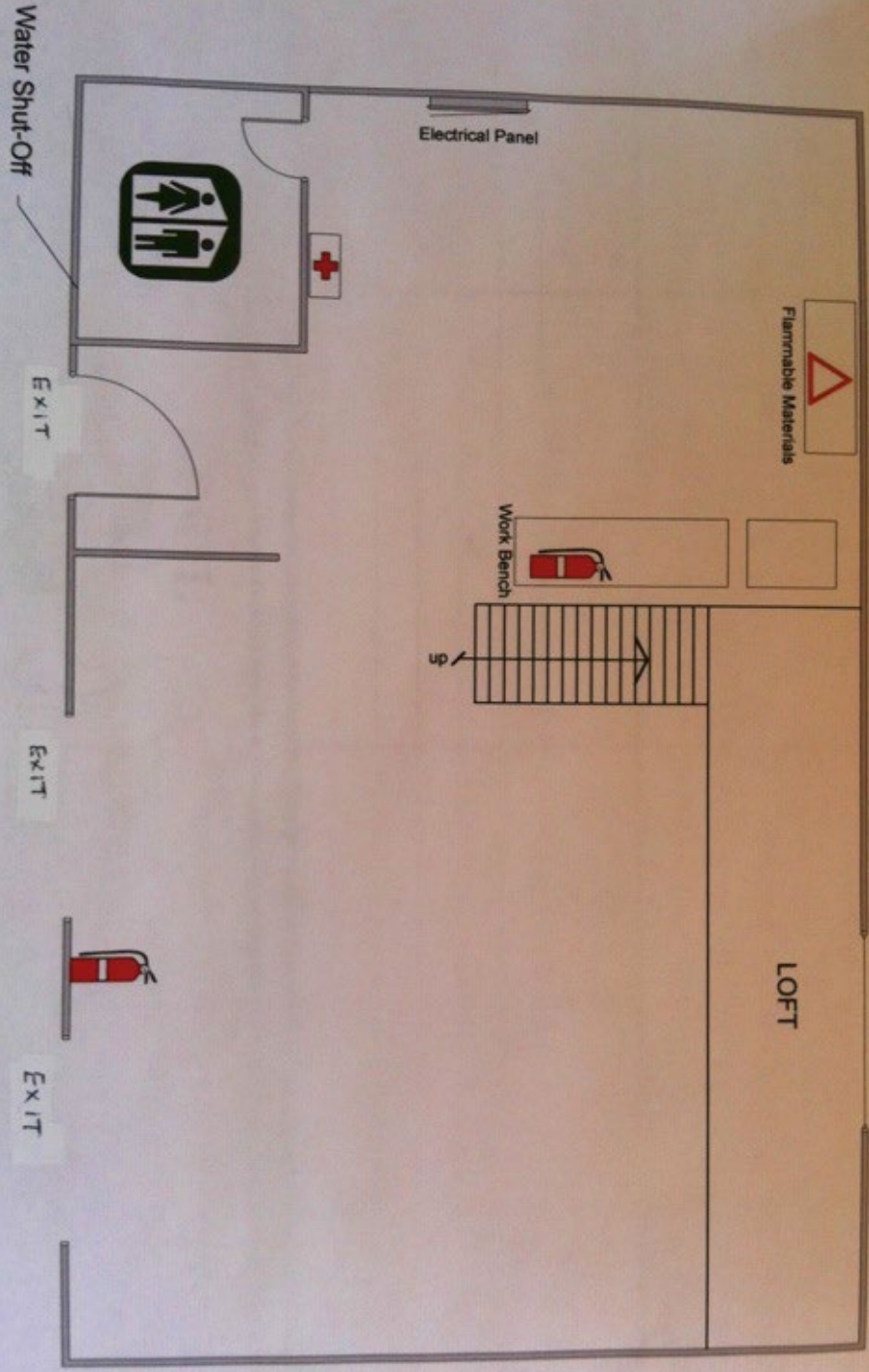
IDYLLWILD PARK OFFICE FLOOR PLAN



IDYLLWILD PARK KIOSK FLOOR PLAN



IDYLLWILD PARK MAINTENANCE SHOP FLOOR PLAN



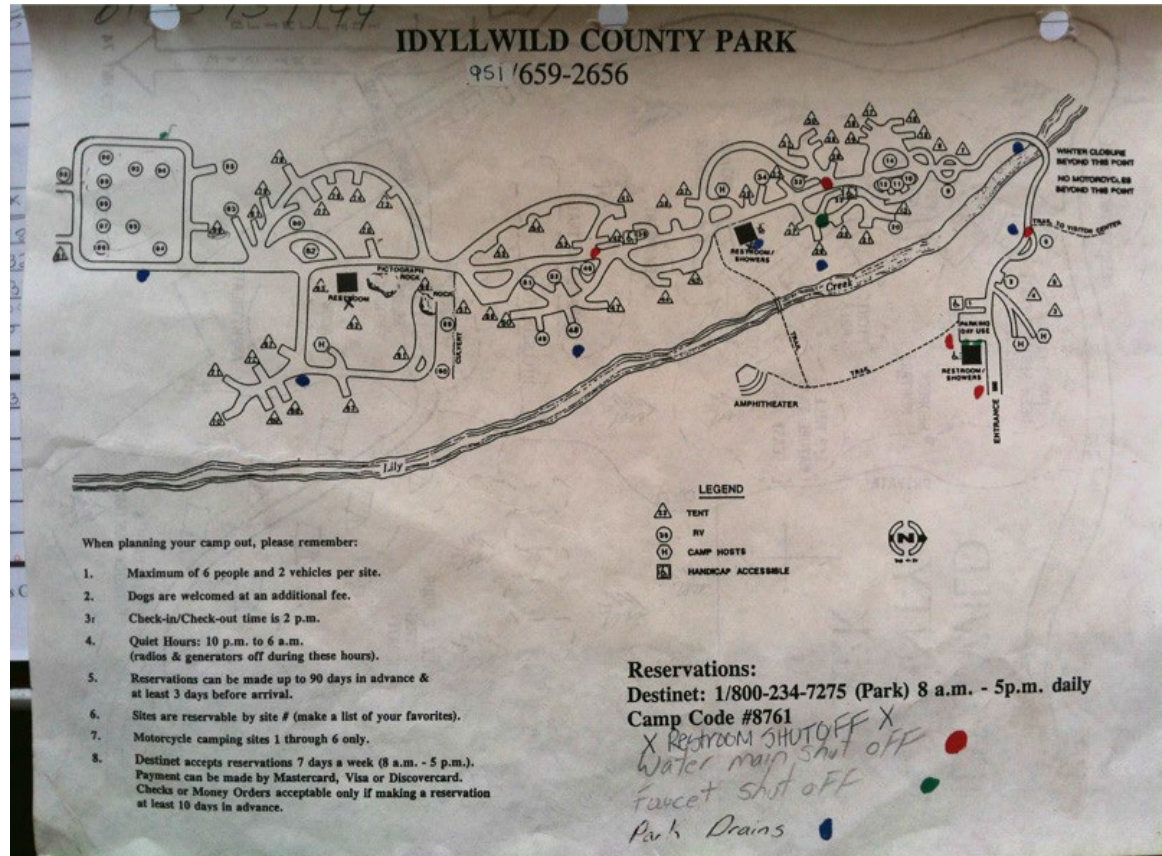
Unique Hazards:

Other Hazards:

Facility Alarms & Utility Shut Offs

8.1 There are no alarms in the park.

8.2 Please see map.



Emergency Notifications

9.1 Immediate Emergency Notification (Life-Threatening)

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?
 - b.) Be sure and tell the dispatcher where you are located.
4. What is the emergency (fire, medical, hazardous materials?)
 - a.) How did it happen?
 - b.) When did it happen?
 - c.) 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.

Using PSEC Radio:

Switch to 8CALL90 channel. Hold down push to talk button state “Dispatch Emergency Break”. Once Dispatch responds describe the nature of your emergency.

Life Threatening Emergency Number:

9-1-1

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 Idyllwild County Park.

Calling 9-1-1 from a land line connects you to the Riverside County Sheriff's Department emergency dispatch center.

9.2 Emergency Notification (Non Life-Threatening)

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

Emergency Evacuation Procedures

1. In an evacuation, exit the building quickly and in an orderly manner, taking the safest and most direct route.
2. Proceed directly to the Emergency Assembly Point. The primary EAP is located in the day use parking lot.
3. 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/host in the park that is out off for the day.
4. DO NOT leave the EAP until instructed to by the facility manager, assembly point leader, or emergency responders.

ACCIDENTAL INJURY - EMPLOYEES

Procedures:

- 1, Administer immediate first aid as indicated using personal protective equipment (gloves, Etc.).
2. Call 9-1-1 from the kiosk phone or from your work cell 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.)
 - a. 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. Cal 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 502.0)
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-B)
4. Employee Claim Form (OWC-1)
5. Worker's Compensation Acknowledge Form ryvC-35)

ACTIVE SHOOTER

RUN HIDE/CALL 911 or RADIO DISPATCH FIGHT

An active shooter incident would involve an individual threatening to or actually shooting a firearm in or around the park. An active shooter is an armed person(s) whose action is immediately causing death or great bodily injury.

Because of the following factors, it is hard to reduce the risk of an active shooter: (1) the park does not have secure boundaries, as visitors can freely drive or walk into the camp from multiple points. (2) While the park is not remote, it is large with many different locations so it could take 10 minutes or more for law enforcement or emergency personnel to find you or subdue the suspect. Therefore, it is imperative that District staff be vigilant to identify risks and ensure all visitors/guests are in their appropriate spots.

During an emergency, staff should be familiar with the emergency action plan. Depending on the situation, staff will be alerted to the active shooter situation. Using District provided PSEC radios staff can communicate and establish the location of the shooter and radio 911 or dispatch. First, identify the general location of the threat. If safe Call 9-11 or Radio Dispatch. Be prepared to take immediate action, lock and barricade doors, and evacuate campers to a safe area by taking cover behind whatever may be around you such as trees, rocks, playgrounds, cabins, kiosks, and other buildings. You also need to be prepared to help those with special needs and/or physical challenges. This is different from other emergencies as we would not come together in one place until an "all clear" signal is heard. Remember that campers are likely to follow the lead of staff during an emergency. With campers, the biggest thing is for you to remain calm and in turn keep the guests calm. You should give guests clear and concise instructions as to what to do when such an event happens. In this instance, staff are responsible for their own safety first, and the safety of our guests second. You need to be prepared to help the greatest number of guests that you are able to help. This might mean you have to leave some guests to save others that are trapped or hurt until further resources arrive.

The following guidelines are based on studies of active shooter events by the FBI, Department of Homeland Security, and the U.S. Secret Service. The most important things to remember are: RUN, HIDE, FIGHT. For a violent situation like this, you actually do the opposite of other emergencies where you all gather in one place.

RUN away from the danger. Be out of the shooter's view. Do not return once you have made it to a safe place. Leave your belongings behind. Take your phone only if it's safe to do so.

HIDE in a safe area, out of the active shooter's view. Prevent individuals from entering an area where the active shooter may be, utilize the parks natural terrain and other out buildings to stay hidden. Indoors, stay in the building, locking or barricading doors, covering windows, and turning out the lights. Your hiding place

should not trap you or restrict your options for movement. You should hide behind large items (i.e. cabinets, desks) and remain quiet. Call 911 when you are safe. Avoid calling others; only call 911. If you are a safe distance from the shooter, call or text the camp director to alert him your whereabouts. Then silence your phone and turn off any other source of noise (i.e. radios, televisions, etc.)

Outdoors, guide guests to seek shelter in any safe building nearby. If not practical to do so: run with group toward opposite/safe direction; spread out in small pockets; run between trees/objects. Upon arriving at safer location, remain there. You and your campers should remain concealed and quiet until called out by police or one of your camp leaders who you can positively identify by voice or other sign. Be prepared to remain at that location for hours. When police arrive, keep your hands visible to responding officers and follow their instructions.

Provide protection if shots are fired in your direction. Do not attempt to move wounded people but if someone with you is wounded, use your first aid training.

If running and hiding are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. Stay low to the ground, even lying flat on your belly if possible. If you cannot speak, leave the line open and allow the dispatcher to listen.

Get out if you can, hide out if you must, and as a last resort commit to taking out your attacker. If you find yourself in the unenviable position of not being able to escape from an active shooter, your best chance of survival is to **FIGHT** and actively engage your attacker in combat. Take the shooter out. Be resourceful, use whatever tools (i.e. weapons) that are at your disposal. Throw items and improvise weapons. Work as a team if possible. Use items such as chairs, brooms, lamps, heavy garbage cans, sticks, rocks, or loop your belt through a heavy item to swing. Yell. Maintain a low center of gravity. A confident mindset and a willingness to attack are your most valuable assets in this situation. **SPEED**, **SURPRISE** and **AGGRESSIVE ACTION** are your best chance to combat an active shooter.

ALL CLEAR

When the incident is over you will be notified by police or camp staff through direct contact. Listen and follow all the directions given. This might mean coming out with your hands visible, or above your head. Do not come out of hiding just because the siren turns off. Do not come out of hiding just because you haven't heard anything in a while. If it is necessary to evacuate camp, you will be told how to do so. Assist other staff with the headcount process and continue to reassure your campers. At this point, put our campers and guests ahead of your own needs. We will assist you with personal counseling as soon as possible, should you need it.

MEDIA

If an active shooter event happens at camp, our normal media procedures will be put into play. First Contact Chief of Parks and Resources and Public Information Officer. For the safety of you, our other staff, and guests, please do not post anything on social media about the incident. This may make it more difficult for law enforcement and the District to manage the situation.

AFRICANIZED HONEY BEES

Background and Information

“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 and hybridized 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 attack any threat within 100 feet.
- Bees may pursue you up to a quarter of a 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

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 9-1-1 from the kiosk phone or from your work cell phone. 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.
3. 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 an absorbent pad and berms,
 - e. Cordon off the area,
 - F, Remain in the areas to direct emergency personnel to the scene.
4. Follow the instructions of the Riverside County Fire Department and other responding emergency personnel.
5. 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:
 - b. Follow the directions
 - c. Wear appropriate personal protective gear.
 - d. Clean up the spill according to the Material Safety Data Sheet and any instructions provided by the Riverside County Fire Department
6. Place the spilled materials and any contaminated material in a hazardous waste container.

If evacuation is necessary, you should inform everyone to evacuate the building immediately, following the general and specific evacuation procedures in this FEAP.

CIVIL DISORDER (Reviewed 9-16-2020)

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 Hurkey Creek Park of the situation.
2. Contact Supervisors and/or Area Manager.
3. Direct other people out of the area or attempt to restrict access to the building by locking doors.
4. Close all windows.
5. Close window coverings to prevent flying glass.
6. If you are in a vehicle, remain inside.

If evacuation is necessary follow directions from the Riverside County Sheriff's Department.

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

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.

After the emergency is over, the area needs to be inspected for safe. 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

CHECK FOR HAZARDS AROUND YOUR AREA

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 loss of life from an earthquake.

1. Place large or heavy objects on lower shelves.
2. Store breakable items in closed cabinets with latches.

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 [s 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 person, do not cover, or turn your 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.
- S. 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 some 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 light headedness

Later symptoms of heat-exhaustion:

1. cool, moist skin
2. dilated pupils
3. headache
3. pale skin
4. irrational behavior
5. nausea and vomiting
6. 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 soft 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 limbs and fingernails and decreased alertness), call 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 9-1-1 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 RESTRICTIONS (Updated 9-16-2020)

Site Supervisor is to coordinate with Area Manager and Executive Team to implement fire restriction in anticipation of worsening fire behavior, in cooperation with outside agencies to prevent wildfire, or when weather conditions persist or intensify.

Procedures to follow in implementing fire restriction:

1. Notify marketing and guest services of fire restriction decision, establish email blast notification to all reservations, and posting of current restrictions prominently to website.
2. Signage in the park should be installed (with largest sign prominently placed up front for guests to see upon arrival.) Space out fire restriction signage through the park in high traffic areas.
3. Clean all fire rings to mineral soil to remove evidence of prior campfire usage and document. Use red tape/flagging to further discourage use if more visibility is desired.
4. Update voicemail message to feature prominently the fire restriction information.
5. Notify existing guests in park verbally, by handbill, or by loudspeaker to gain verbal compliance.
6. Verbal instruction to each guest upon check-in by Park Staff.

Procedures to follow in enforcing fire restriction:

1. All efforts should initially be geared to gaining voluntary compliance and end with full and complete extinguishing of flames and coals. If propane equipment permitted, define for what purposes/duration (e.g. propane allowed for cooking only, propane fire pits/heaters permitted for warming, etc.)
2. Communication and documentation essential; Night shift should document fire enforcements via email for morning shift and vice versa. Flagrant disregard for restrictions and Repeat offenders should be considered for citation and/or ban from parks at Site Supervisor/Area Manager discretion.
3. Contact Riverside County Sheriff and/or call 9-1-1 to report illegal ground fires and campsites.

Procedures for lifting fire restriction

1. Site Supervisor to work with Area Manager and/or Executive team to plan lifting of fire restriction when conditions warrant and/or other recreation (state and federal) entities lift restrictions for developed campgrounds.
2. Contact Marketing/Guest Services to update our websites and guests with current conditions.
3. Upon lifting of fire restriction, signage should be removed/replaced with current conditions.
4. Continue to encourage guests to keep fires low, in provided fire rings

Frostbite and Hypothermia

Frostbite and hypothermia are cold-related emergencies that may quickly become life or limb threatening. Preventing cold-related emergencies includes not starting an activity in, on, or around cold water unless you know you can get help quickly in an emergency. Be aware of the wind chill. Dress appropriately and avoid staying in the cold too long. Wear a hat and gloves when appropriate with layers of clothing. Drink plenty of warm fluids or warm water but avoid caffeine and alcohol. Stay active to maintain body heat. Take frequent breaks from the cold. Avoid unnecessary exposure of any part of the body to the cold. Get out of the cold immediately if the signals of hypothermia or frostbite appear.

Hypothermia is another cold-related emergency. Hypothermia may quickly become life threatening. Hypothermia is caused by the cooling of the body caused by the failure of the body's warming system. The goals of first aid are to restore normal body temperature and to care for any conditions while waiting for EMS personnel

Frostbite is the freezing of a specific body part such as fingers, toes, the nose or earlobes.

Signals of hypothermia include—

shivering, numbness, glassy stare, apathy, weakness, impaired judgment, and loss of consciousness.

What to do for hypothermia—

1. CALL 9-1-1 or the local emergency number.
2. Gently move the person to a warm place.
3. Monitor breathing and circulation.
4. Give rescue breathing and CPR if needed.
5. Remove any wet clothing and dry the person.
6. Warm the person **slowly** by wrapping in blankets or by putting dry clothing on the person. Hot water bottles and chemical hot packs may be used when first wrapped in a towel or blanket before applying. Rapid warming may cause dangerous heart arrhythmias. Warm the core first (trunk, abdomen), not the extremities (hands, feet).

Signals of frostbite include—

Lack of feeling in the affected area; skin that appears waxy, is cold to the touch, or is discolored (flushed, white or gray, yellow or blue).

What to do for frostbite—

1. Move the person to a warm place.
2. Handle the area gently; never rub the affected area.
3. Warm gently by soaking the affected area in warm water (100–105 degrees F) until it appears red and feels warm.
4. Loosely bandage the area with dry, sterile dressings.
5. If the person's fingers or toes are frostbitten, place dry, sterile gauze between them to keep them separated.
6. Avoid breaking any blisters.
7. Do not allow the affected area to refreeze.
8. Seek professional medical care as soon as possible.

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 you 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.
 - 1 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.

PARK CLOSURES

How and When to Close the Park

Purpose

At any time during normal operations of the park it may be necessary to close the park for the safety and welfare of the park's guests and its staff. Extreme weather and localized emergency conditions may warrant closure of Parks for the safety of the public and staff. A determination shall be coordinated between Site Supervisor, Area Manager, and Chief of Parks and Resources to ensure precautions are made considering the best available data as shared between Parks and the National Weather Service, Riverside County Emergency Management Department, and local law enforcement and fire agencies.

Procedure

1. High Winds

- a. When the National Weather Service (NWS) issues a Wind Warning for the area around the park steps should be taken to regularly check wind speeds around the park utilizing a wind meter that shall be kept at the kiosk. If the following parameters, the park should consider closures and high-risk areas cleared of guests for their safety.
 - i. Sustained wind of Forty (40) mph or higher for one (1) hour or more. OR
 - ii. Wind gusts of Fifty-eight (58) mph or higher

2. Fire

- a. If a fire erupts in the area around the park, staff should take caution and watch the status of the fire carefully working with members of Open Space, District Chief, and outside agencies to determine any danger to the park.
 - i. A Park Closure would occur if an outside agency such as Cal-Fire were to issue an Evacuation Order for the area around the park. At this time Rangers and staff would work with local law enforcement to clear the park of guests in a safe and timely manner.
- b. If a fire erupts inside of the park. Staff should take the following steps:
 - i. Contact 911 immediately to report the fire OR utilize handheld radios to contact dispatch.
 - ii. Clear the immediate area of guests to either address the fire directly or to wait for EMS to arrive.
 - iii. Follow all instructions given by EMS.
 - iv. If EMS determines an evacuation of the park is necessary Rangers and staff shall work with local law enforcement to evacuate the park and to close the park down until told by EMS or other law enforcement agency that it is safe to re-open.

3. Severe Storm, Earthquake, or Other

- a. On-site staff will need to determine the best course of action depending on the severity of a storm, earthquake, or calamity in or around the park and should follow the lead and/or recommendations of any EMS or Law Enforcement on site.

Communication:

1. Staff should communicate with each other primarily with Hand-Held Radios should they be available. The more 'public' the communication the better the implementation of the procedures will be.
2. The staff member who takes responsibility for the scene should immediately start communicating with those above them in the chain of command.
 - a. If it is determined a park needs to be closed the staff determining this should start with their immediate supervisor and work their way up the chain of command until they've either spoken to someone in person or left a voicemail with each member of their chain.
 - i. If necessary, Supervisors or Managers outside of their normal chain of command could be contacted. (example: if a Western Park cannot get a hold of anyone in their chain of command it might be necessary to reach out to the Area Manager of the Eastern Parks)
3. As staff at the park may be to occupy with immediate concerns to reach out to Public Information Office (PIO) of the district this step should be taken as soon as possible to help disseminate the closure details to the public. This step may be taken by the on-site staff or it could be handled by members of the on-site staff's chain of command.
 - a. Marketing phone number 951-955-2345
 - b. Submit a request through ParkBuzz marketing tab.
 - c. Send email directly to PIO.
4. Communication should be a constant throughout the emergency or closure for the duration. Any changes in circumstance should be reported and if the situation remains unchanged for a longer period of time regular updates should be sent up and down the chain of command on a pre-arranged basis (every hour would be a recommended starting point)

Post-Emergency/Closure:

1. Once the emergency or need for the closure has passed Staff should patrol the area affected to insure it is safe for the public to return to the area.
2. Once the park or section of the park is allowed to reopen staff should remain in the area to answer any questions and continue to observe and possible safety issues that may arise.
3. Pictures should be taken of the area if any damage was accrued.
4. Staff should compile an Incident Report using statements, pictures, and timelines to establish the who, what, when, where, and why.
5. Any damages should be addressed immediately and if damage sustained from the event poses a safety hazard the park or area of the park should remain closed until the safety hazard has been addressed and mitigated.

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.

LOST/FOUND CHILD/VULNERABLE ADULT

Purpose:

- a. The purpose of this procedure is to aid park staff in handling incidents that involve missing/found children and vulnerable adults (VA). The loss of a child or vulnerable person should be classed as a priority, exceeded only by imminent threat to life.

Procedures:

(Lost Child/VA):

2. When a child or vulnerable adult (VA) is reported missing the following procedure should apply:
 - a. The individual who is initially contacts whatever their position with the park is to remain with parent or caregiver (if present) and record the following information:
 - b. Name and contact details of person reporting the child/VA missing and their relationship to the child / vulnerable adult
 - c. Name of child / vulnerable adult
 - d. Age (or date of birth)
 - e. Physical description (sex, ethnicity, height, appearance, build, hair, clothing, distinguishing features)
 - f. Location last seen
 - g. Time last seen
 - h. Any other significant information.
 - i. The staff (if not a Ranger) should contact the on-site supervisor if present and/or a Ranger. If none of these are present at the time of notice then the initial contact will take lead on any search.
3. Rangers will coordinate the passing on of information obtained from the initial contact and organize a search of the party utilizing all available staff.
4. Search to include pre-identified areas such as playgrounds, campgrounds (to include restrooms), day use (including restroom), checkstand, and maintenance yards.
5. Rangers will notify the kiosk if the incident did not originate at the kiosk.
 - Staff should remain with the person reporting so that they are not distressed and are available to identify possible sightings of the child/missing person.
6. Should the lost child/VA not be found after an extensive search of the area listed above then a call needs to be made to Riverside County Sheriff.
 - a. If Supervisor is not present attempt to contact again in the following order.
 - Park Ranger Supervisor
 - Area Manager
 - Bureau Chief
7. Once Deputies arrive, they will take charge of the situation but staff should remain ready and nearby as they will need our assistance should the search continue outside of the park and into the surrounding wilderness areas.

(After Reunion of Lost Child/VA and Guardian):

1. When the child/vulnerable person is reunited with parent/caregiver, Rangers or Lead Staff should notify all staff involved in the search via phone call or text. Kiosk should be notified next and then whatever Supervisor was communicated with during the establishment of the incident.
 - a. Enquiries must be made to establish where the child/vulnerable person has been and whether there is any further cause for concern/police intervention or any welfare needs.
 - b. When the identity of the found child/vulnerable person has been confirmed, event staff to be notified and normal duties resumed

(Found Child/VA):

1. Staff to remain with the child/vulnerable adult at the location they are found for 5 minutes and notify the Rangers immediately for assistance.
2. 1:1 contact with the child/vulnerable adult should be minimized as much as possible. (physical contact with the child/vulnerable person should be avoided where possible)
3. Attempt to get the following information as best as Found child/VA can relay.
 - a. Name of child / vulnerable person
 - b. Who they're here with (mother, father, uncle, etc)
 - c. Name of the people they're with.
 - d. Age (or date of birth)
 - e. Location they last saw guardian
 - f. Time they last saw their guardian
 - g. Any other significant information.
 - h. The staff (if not a Ranger) should contact the on-site supervisor if present and/or a Ranger. If none of these are present at the time of notice then the initial contact will take lead on any search.
4. After 5 minutes child/VA should be taken to the Kiosk which will become the point of contact for the duration of the incident.
5. Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/VA recognizes the adult/caregiver.
6. Prior to discharging the child/VA, ensure the parent/caregiver is fit (for example that they are not intoxicated, emotionally distressed, angry) - Police intervention may be necessary if the parent/caregiver is unfit to care for the child/vulnerable person.
7. When the child/vulnerable person is reunited with parent/caregiver, Ranger should communicate with any staff involved in search via phone, radio, and/or text.

After Incident:

Rangers and Lead Staff on the incident will work together to write up an incident report and ensure any supervisors who were contacted during the incident have been notified that the incident has concluded and how it was concluded.

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 Idyllwild Park a safe place by being alert to suspicious situations or persons and reporting them. Acting suspiciously on site, immediately notify Riverside County Sherriff's by calling their no-n-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 Sheriffs Department at 9-1-1 if you are unable to verbally communicate with 9-9-1, tap on the telephone receiver to alert the 9-1-1 operator that you are in danger.
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-she 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 persons 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.

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 or 9-1-1 if the wound needs immediate medical treatment.
6. Attempt to keep track of the animal.

SUSPICIOUS LETTERS AND PACKAGE

Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 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 for this site is: Idyllwild County Park Day Use Parking Lot.
9. Contact your supervisor to assist with media inquiries.
10. The Sheriff's Department or 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 9-1-1.

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.

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, clothes lines, poles or large trees.
- o. 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.

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: 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

FACILITY EMERGENCY PLAN

FOR

**Lake Cahuilla Veterans Regional Park
58075 Jefferson Street
La Quinta, CA 92253**

REVISED/REVIEWED: 3.31.23

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) location can vary based on the type of emergency and location of emergency but generally the assembly point is the open dirt area outside Maintenance Shop.

FACILITY EMERGENCY ACTION PLAN INTRODUCTION

This is the Facility Emergency Action Plan for **Lake Cahuilla Veterans Regional Park**

The information in this Plan is to be used by the Site Coordinator 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 developed 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 or safety of its occupants.
5. External sources of toxic fumes or smoke from a nearby accident or fire enters 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.

Table of Contents

- 1.0 EMERGENCY TELEPHONE NUMBERS**
- 2.0 SAFETY COMMITTEE ROLES AND RESPONSIBILITIES**
- 3.0 FACILITY DESCRIPTION AND MAPS**
- 4.0 EMERGENCY ASSEMBLY POINT (EAP)**
- 5.0 ROSTER**
- 6.0 OTHER HAZARDS**
- 7.0 FACILITY ALARMS & UTILITY SHUT-OFFS**
- 8.0 EMERGENCY NOTIFICATIONS**
- 9.0 EMERGENCY EVACUATION PROCEDURES**
- 10.0 EASTERN COUNTY PARKS COVID OPERATIONS PROTOCOL**

ACCIDENT/INJURY – EMPLOYEES

ACTIVE SHOOTER

AFRICANIZED HONEY BEES

BOMB THREAT

CIVIL DISORDER

CHEMICAL SPILL/TOXIC EMISSIONS

EARTHQUAKES

EVACUATION PROCEDURES (GENERAL)

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

EXTREME HEAT (HEAT ILLNESS)

FIRE

FLASH FLOODS

POWER (UTILITY) OUTAGE

ROBBERY

SHELTER-IN-PLACE

STRAY ANIMALS

SUSPICIOUS PACKAGES

TERRORIST INCIDENTS\HOSTAGE SITUATION

THUNDERSTORMS AND LIGHTNING

TORNADOES

WEST NILE VIRUS

FORMS/INCIDENT REPORTS

SAFETY COMMITTEE COMMUNICATION

1.0 Emergency Telephone Numbers

Lake Cahuilla Veterans Regional Park

58075 Jefferson St. La Quinta, CA 92253

760.564.4712

First Contact: *Noriko Gardner*

Second Contact: *Daniel Pajonk*

Third Contact: *Administrative Staff (listed alphabetically below)*

Administrative Contacts:

CONTACT	TITLE
Kyla Brown	General Manager
Annie Luciano	Executive Assistant II
Dustin McLain	Bureau Chief
Robert Williams	Bureau Chief
Tony Pierucci	Bureau Chief

Company	Phone
Suburban Propane	1-800-776-7263
Electric Company Imperial Irrigation District	1-800-303-7756
Water Company Coachella Valley Water District	760-398-2651
Telephone Company Frontier	1-855-900-4251
Riverside County Information Technology	1-951-955-9900

Resource List

A number of **Lake Cahuilla** 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:

<i>CONTACT</i>	<i>TITLE</i>
Noriko Gardner	Sr. Park Ranger
Daniel Pajonk	Park Maintenance Worker
Joann Valdez-Thorpe	Park Attendant

Lake Cahuilla Volunteer List

<i>CONTACT</i>	<i>TITLE</i>
CHARLIE RODRIGUEZ	CARETAKER
JO CLAIRE	CAMPHOST
JACOB BACHMANN	CAMPHOST
BRANDON MILLER & KELLY FOX	CAMPHOST
RICHARD & DEVRA LEMIRANDE	CAMPHOST
JOHN & SHELLY CRACHT	CAMPHOST
KEVIN & CAROL KORN	CAMPHOST
ROXIE & LES LEUTWILER	CAMPHOST
RICHARD HICKS	CAMPHOST
GORDON & CONNIE KRAFT	CAMPHOST
RICHARD PLUNKET	CAMP HOST
JOSH & JENNA SISOLAK	CAMP HOST

2.0 Safety Committee Roles and Responsibilities

Safety Role	Name		Area of Responsibility
Committee Manager	Noriko Gardner		Facility Manager
Area Monitor	Noriko Gardner		Assembly Point Leader
Area Monitor	Dan Pajonk		Lake Cahuilla Veterans Regional Park
Area Monitor	Dan Pajonk		Campgrounds, Day Use, Maintenance Shop, Lake, Beach
Area Monitor	Dan Pajonk		Campgrounds, Day Use, Maintenance Shop, Lake, Beach
Area Monitor Grounds	Dan Pajonk		"Emergency Notification"

3.0 FACILITY DESCRIPTION

Lake Cahuilla Veterans Regional Park Area is a stunning 710-acre park situated at the base of the Santa Rosa Mountains. It is located 6 miles South East of Old Town La Quinta and offers a delightful experience in the Coachella Valley. Lake Cahuilla is set in the midst of expansive lawns and picturesque mountaintops making it a spectacular destination. Lake Cahuilla is the ideal nature getaway with 91 individual and group campsites near the gorgeous Santa Rosa Mountains. A 135-acre lake (reservoir) is used for fishing. Lake Cahuilla Park also has a 240,000-gallon zero depth pool. One resident mobile home is occupied by our caretaker.

We have five buildings:

1. Kiosk where AED is located, guests are greeted, and office work is performed.
2. Maintenance Shop/Office where tools and equipment are stored.
3. Pool House for lifeguards and restrooms.
4. RV Campground Restrooms for campers.
5. Restroom at Equestrian/group Campground.

- 6. Two bunker style restrooms in Day Use Areas.

4.0 EMERGENCY ASSEMBLY POINT

The Emergency Assembly Plan Point (EAPP) is located at upper part of the facility, South of Kiosk and North of Maintenance Shop.



5.0 ROSTER

The Employee Roster should be determined by the work schedule posted and updated once a month; a printed version should be attached to the Emergency Evacuation Clipboards located in the designated areas with the appropriate area monitor.

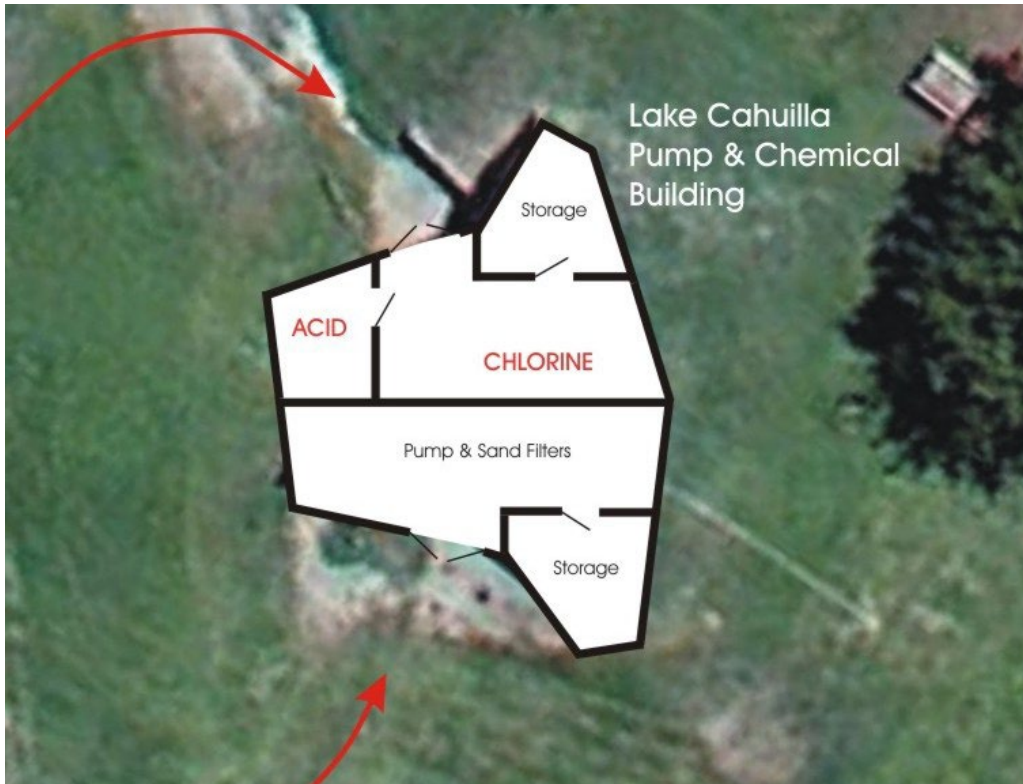
Lake Cahuilla Employee Roster

Noriko Gardner	Sr. Park Ranger
Daniel Pajonk	Park Maintenance Worker
Joann Valdez-Thorpe	Park Attendant

Lake Cahuilla Volunteer Roster

<i>CONTACT</i>	<i>TITLE</i>
CHARLIE RODRIGUEZ	CARETAKER
JO CLAIRE	CAMPHOST
BRANDON MILLER & KELLY FOX	CAMPHOST
RICHARD & DEVRA LEMIRANDE	CAMPHOST
JOHN & SHELLY CRACHT	CAMPHOST
KEVIN & CAROL KORN	CAMPHOST
JENNY BRANDT	CAMPHOST
RICHARD HICKS	CAMPHOST
GORDON & CONNIE KRAFT	CAMPHOST
RICHARD PLUNKET	CAMP HOST
JOSH & JENNA SISOLAK	CAMP HOST

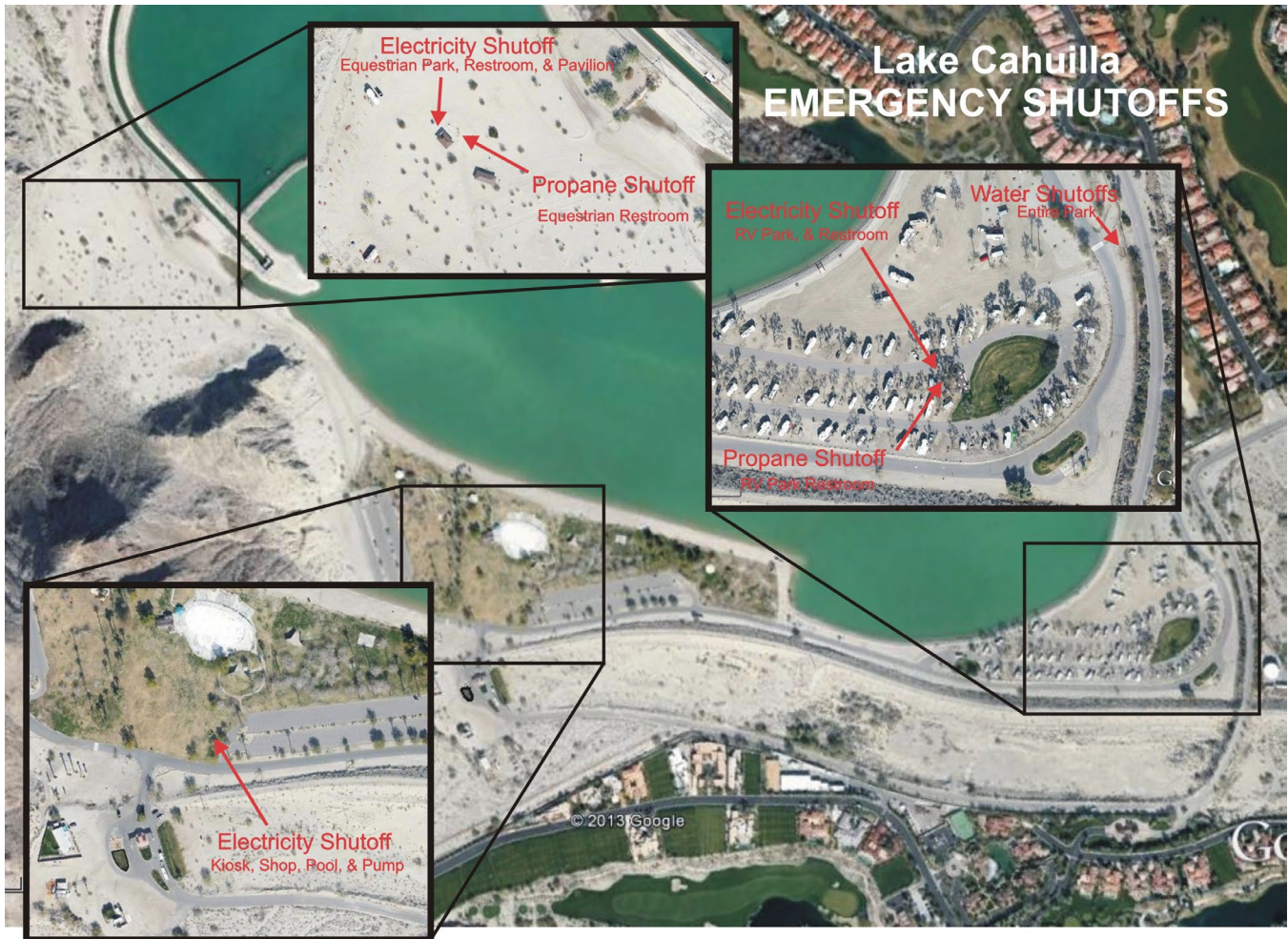
6.0 OTHER HAZARDS



7.0 FACILITY ALARMS & UTILITY SHUT-OFFS

Lake Cahuilla Shop Hazardous Chemicals





7.1 ALARMS, ALARM IDENTIFICATION, AND RESPONSE

Building A	Audio	Visual	Response
Evacuation	✓	✓	Leave the building immediately. Report to the assembly point.

Building B,C & D	Audio	Visual	Response
Evacuation	✓	✓	Leave the building immediately. Report to the assembly point.

7.2 UTILITY SHUT-OFFS

Utility	Location

Electricity	One straight from the Kiosk going toward middle of day use area. Another one is at RV campground near site #28.
Propane	One at RV Campground behind the restroom building and another one at Equestrian Campground next to Restroom building.
Water	9 individual meters by the emergency gate near Primitive Campground Entrance.

8.0 EMERGENCY NOTIFICATIONS

8.1 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 a County Facility telephone

CODE GREEN – Internal Notification in _____ that an Emergency Situation is taking place, such as Armed Gun Man

Calling 9-1-1 (or any other emergency number) from the Lake Cahulla Park 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?
 - b. Be sure and tell the dispatcher where you are located.
4. What is the emergency (fire, medical, hazardous material)?
 - a. How did it happen?
 - b. When did it happen?
 - c. 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.

8.2 EMERGENCY NOTIFICATION (NON-LIFE-THREATENING)

9.0 EMERGENCY EVACUATION PROCEDURES

1. In an evacuation, exit the building quickly and in an orderly manner, taking the safest and most direct route.
2. Proceed directly to the Emergency Assembly Point. The primary EAP is located at the Kiosk. The secondary EAP is located at Maintenance Office.
3. 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 that is out work.
4. DO NOT leave the EAP until instructed to by the Facility Manager, Assembly Point Leader, Area Monitors or Emergency Responders.

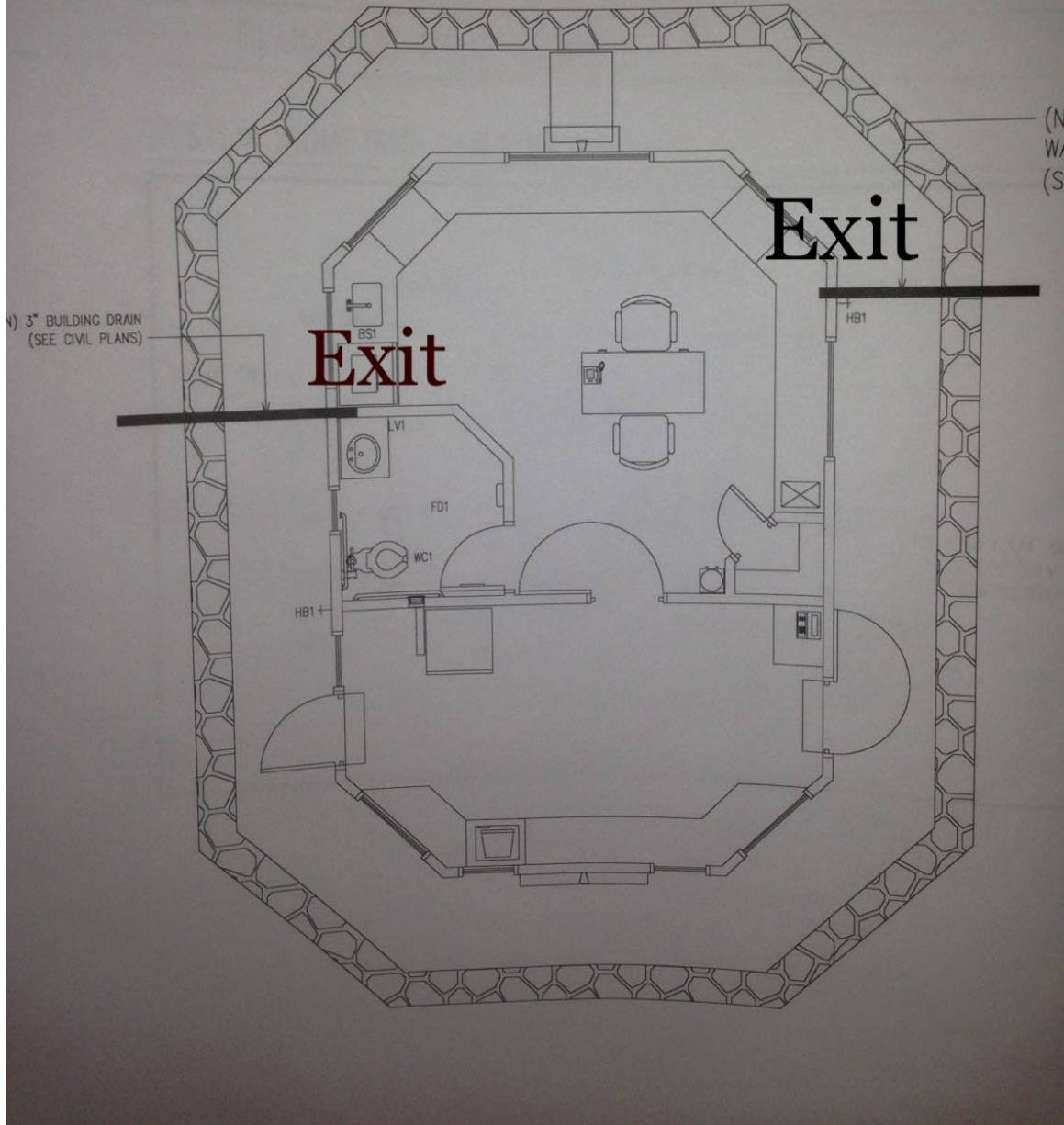
9.1 EMERGENCY ANIMAL EVACUATION

Western Riverside County/City Animal Shelter

- **6851 Van Buren Blvd.**
- **Riverside, CA 92509**
- **(951) 358-7387 OR 1(888)636-7387**

Lake Cahuilla Kiosk Emergency Exit Plan

Lake Cahuilla Kiosk Floor Plan



Lake Cahuilla Maintenance Shop/Office Emergency Exit Plan

Lake Cahuilla Shop Hazardous Chemicals



ACCIDENT/INJURY – EMPLOYEES

Procedures:

1. Administer immediate first aid as indicated using personal protective equipment (gloves, etc.).
2. Call 9-1-1 from a Kiosk phone or your cell 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)

ACTIVE SHOOTER

RUN HIDE/CALL 911 or RADIO DISPATCH FIGHT

An active shooter incident would involve an individual threatening to or actually shooting a firearm in or around the park. An active shooter is an armed person(s) whose action is immediately causing death or great bodily injury.

Because of the following factors, it is hard to reduce the risk of an active shooter: (1) the park does not have secure boundaries, as visitors can freely drive or walk into the camp from multiple points. (2) While the park is not remote, it is large with many different locations so it could take 10 minutes or more for law enforcement or emergency personnel to find you or subdue the suspect. Therefore, it is imperative that District staff be vigilant to identify risks and ensure all visitors/guests are in their appropriate spots.

During an emergency, staff should be familiar with the emergency action plan. Depending on the situation, staff will be alerted to the active shooter situation. Using District provided PSEC radios staff can communicate and establish the location of the shooter and radio 911 or dispatch. First, identify the general location of the threat. If safe Call 9-11 or Radio Dispatch. Be prepared to take immediate action, lock and barricade doors, and evacuate campers to a safe area by taking cover behind whatever may be around you such as trees, rocks, playgrounds, cabins, kiosks, and other buildings. You also need to be prepared to help those with special needs and/or physical challenges. This is different from other emergencies as we would not come together in one place until an "all clear" signal is heard. Remember that campers are likely to follow the lead of staff during an emergency. With campers, the biggest thing is for you to remain calm and in turn keep the guests calm. You should give guests clear and concise instructions as to what to do when such an event happens. In this instance, staff are responsible for their own safety first, and the safety of our guests second. You need to be prepared to help the greatest number of guests that you are able to help. This might mean you have to leave some guests to save others that are trapped or hurt until further resources arrive.

The following guidelines are based on studies of active shooter events by the FBI, Department of Homeland Security, and the U.S. Secret Service. The most important things to remember are: RUN, HIDE, FIGHT. For a violent situation like this, you actually do the opposite of other emergencies where you all gather in one place.

RUN away from the danger. Be out of the shooter's view. Do not return once you have made it to a safe place. Leave your belongings behind. Take your phone only if it's safe to do so.

HIDE in a safe area, out of the active shooter's view. Prevent individuals from entering an area where the active shooter may be, utilize the parks natural terrain and other out buildings to stay hidden. Indoors, stay in the building, locking or barricading doors, covering windows, and turning out the lights. Your hiding place should not trap you or restrict your options for movement. You should hide behind large items (i.e. cabinets, desks) and remain quiet. Call 911 when you are safe. Avoid calling others; only call 911. If you are a safe distance from the shooter, call or text the camp director to alert him your whereabouts. Then silence your phone and turn off any other source of noise (i.e. radios, televisions, etc.)

Outdoors, guide guests to seek shelter in any safe building nearby. If not practical to do so: run with group toward opposite/safe direction; spread out in small pockets; run between trees/objects. Upon arriving at safer location, remain there. You and your campers should remain concealed and quiet until called out by police or one of your camp leaders who you can positively identify by voice or other sign. Be prepared to remain at that location for hours. When police arrive, keep your hands visible to responding officers and follow their instructions.

Provide protection if shots are fired in your direction. Do not attempt to move wounded people but if someone with you is wounded, use your first aid training.

If running and hiding are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. Stay low to the ground, even lying flat on your belly if possible. If you cannot speak, leave the line open and allow the dispatcher to listen.

Get out if you can, hide out if you must, and as a last resort commit to taking out your attacker. If you find yourself in the unenviable position of not being able to escape from an active shooter, your best chance of survival is to **FIGHT** and actively engage your attacker in combat. Take the shooter out. Be resourceful, use whatever tools (i.e. weapons) that are at your disposal. Throw items and improvise weapons. Work as a team if possible. Use items such as chairs, brooms, lamps, heavy garbage cans, sticks, rocks, or loop your belt through a heavy item to swing. Yell. Maintain a low center of gravity. A confident mindset and a willingness to attack are your most valuable assets in this situation. **SPEED**, **SURPRISE** and **AGGRESSIVE ACTION** are your best chance to combat an active shooter.

ALL CLEAR

When the incident is over you will be notified by police or camp staff through direct contact. Listen and follow all the directions given. This might mean coming out with your hands visible, or above your head. Do not come out of hiding just because the siren turns off. Do not come out of hiding just because you haven't heard anything in a while. If it is necessary to evacuate camp, you will be told how to do so. Assist other staff with the headcount process and continue to reassure your campers. At this point, put our campers and guests ahead of your own needs. We will assist you with personal counseling as soon as possible, should you need it.

MEDIA

If an active shooter event happens at camp, our normal media procedures will be put into play. First Contact Chief of Parks and Resources and Public Information Officer. For the safety of you, our other staff, and guests, please do not post anything on social media about the incident. This may make it more difficult for law enforcement and the District to manage the situation.

AFRICANIZED HONEYBEES

Africanized Honeybee 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	† Code word
† Yes † No					
Remarks					
Your Name			Job Title		
Your Telephone Number			Date Completed	Time	

Procedures:

1. Remain calm 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 on the field (Maintenance & grounds) 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 9-1-1 from a 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 9-1-1 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 9-1-1 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. When positioned on top of the slide use the 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 9-1-1 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 9-1-1 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 9-1-1 (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 EAP.
9. Before opening doors, check to see if the door or doorknob 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. Disabled employees must be evacuated as per the FEAP.
14. DO NOT RE-ENTER THE BUILDING FOR ANY REASON.
15. Do not congregate in fire lanes.
16. Go directly to the assembly point designated in the FEAP.
17. 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 EAP 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 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 _____ 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 9-1-1. **If you are unable to verbally communicate with 9-1-1, tap on the telephone receiver to alert the 9-1-1 operator that you are in danger.**
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 calls 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.

SAFETY HOTLINE

Purpose:

1. A fast means for employees to report unsafe acts or conditions in the workplace.
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

Definition:

In the event that hazardous materials are released into the atmosphere, the staff on duty 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. Lake Cahuilla Kiosk would be the Idealistic located in This facility.

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.
 - b. Primary action plan is to clear the area to the designated exit area.
 - c. Primary: Exit visible guests
 - d. Secondary: Secure any buildings that allow for safe entry, enter and proceed to clear
3. After area is clear and level of emergency is determined decide on whether or not to shut off the following:
 - a. PROPANE
 - 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 1-800-950-2444.
 - a. 9-1-1 if the wound needs immediate medical treatment.
6. Attempt to keep track of the animal.

SUSPICIOUS PACKAGES AND LETTERS

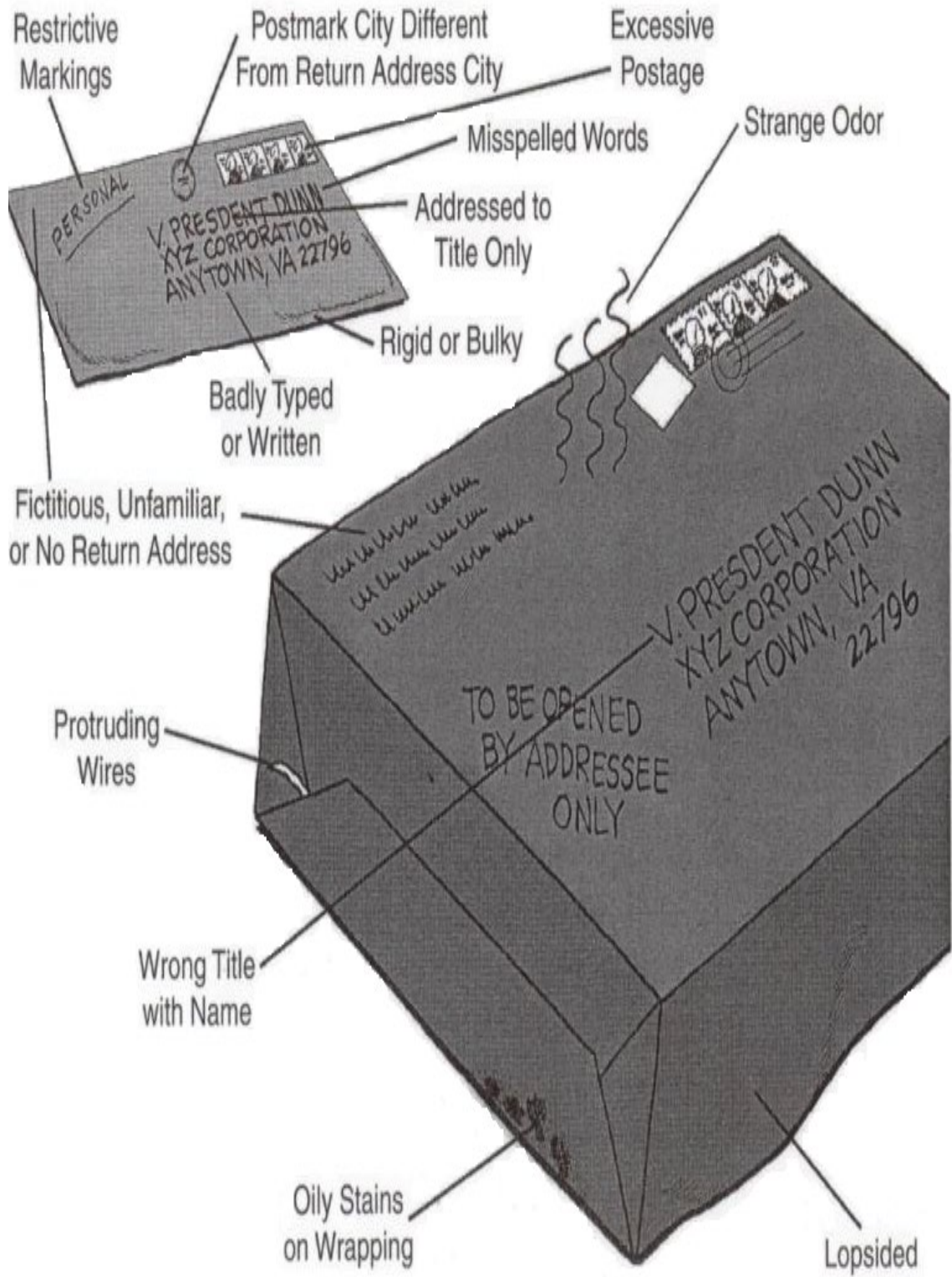
Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 9-1-1. 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: Front field.
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 9-1-1!

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 9-1-1 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 you can see it, flee it; if you can hear it, clear it."

In the event of an emergency during a thunderstorm, contact your Supervisor. If advised, contact 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: **Day Use 1 & 2 Restroom Storage Area.**
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 9-1-1 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 9-1-1 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/>.

SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.

FACILITY EMERGENCY PLAN

FOR

**Lake Skinner
37701 Winchester Rd
Winchester, CA 92596**

REVISED/REVIEWED: 3.31.23

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) location can vary based on the type of emergency and location of emergency but generally the assembly point is the Special Event Parking Area/Field Between Camp Store and Whittier Office.

FACILITY EMERGENCY ACTION PLAN

INTRODUCTION

This is the Facility Emergency Action Plan for **Lake Skinner Recreation Area**

The information in this Plan is to be used by the Site Coordinator 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 emergency equipment locations, utility shutoffs, hazardous materials and staging areas for the responders and evacuees.
3. Procedures developed 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.

SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.

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 of 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.

Table of Contents

1. EMERGENCY TELEPHONE NUMBERS	PG 4-5
2. SAFETY COMMITTEE ROLES AND RESPONSIBILITIES	PG 6
3. FACILITY DESCRIPTION AND MAPS	
4. EMERGENCY ASSEMBLY POINT (EAP)	
5. ROSTER	
6. OTHER HAZARDS	
7. FACILITY ALARMS & UTILITY SHUT-OFFS	
8. EMERGENCY NOTIFICATIONS	
9. EMERGENCY EVACUATION PROCEDURES	
9.1 EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES	
9.2 ANIMAL EVACUATION	
10. ACCIDENT/INJURY – EMPLOYEES	
11. ACTIVE SHOOTER	
12. AFRICANIZED HONEY BEES	
13. BOMB THREAT	
14. CIVIL DISORDER	
15. CHEMICAL SPILL/TOXIC EMISSIONS	
16. EARTHQUAKES	
17. EXTREME HEAT (HEAT ILLNESS)	
18. FIRE	
19. FLASH FLOODS	
20. POWER (UTILITY) OUTAGE	

- 21. ROBBERY**
- 22. SAFETY HOTLINE**
- 23. SHELTER-IN-PLACE**
- 24. SPECIAL EVENTS**
- 25. SNAKE BITE**
- 26. STRAY ANIMALS**
- 27. SUSPICIOUS PACKAGES**
- 28. TERRORIST INCIDENTS\HOSTAGE SITUATION**
- 29. THUNDERSTORMS AND LIGHTNING**
- 30. TORNADOES**
- 31. WEST NILE VIRUS**

1.0 Emergency Telephone Numbers

Lake Skinner

37701 Warren Road Winchester CA 92596
951-926-1541

First Contact: *Mike Herman*

Second Contact: *Nathan Hearron*

Third Contact: *Davina Baker*

Fourth Contact: *Administrative Staff (listed below)*

Administrative Contacts:

CONTACT	TITLE
Dustin McLain	Bureau Chief Parks & Resources
Robert Williams	Bureau Chief Business Operations
Kyla Brown	Parks Director
Michael Alferez	Fiscal Manager

Resource List

A number of Lake Skinner 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
Mike Herman	Park Ranger Supervisor
Nathan Hearron	Park Ranger
Davina Baker	Park Ranger
Vicki Armentrout	Area Manager
Chris Gregorek	Park Maintenance Supervisor
Martin Medina	Maintenance Worker
James Genes	Maintenance Worker
Rick Rodriguez	Grounds Worker
Jorge Beltran	Grounds Worker
Joann Sincosky	Park Attendant
Shannon McDaniel	Park Attendant
Fidel Hernandez	Park Attendant
Delita Evans	Park Attendant

LAKE SKINNER EMPLOYEES	MSR EMPLOYEES
<i>Rangers</i>	Patrick Rogers
Mike Herman Nate Hearron Davina Baker	
<i>Park Attendants</i>	PARK FACILITIES
Shannon McDaniel Delita Evans Jo Ann Sincosky Fidel Hernandez	Kiosk 951-926-1541 Whittier Office 951-926-7460 Camp Store 951-926-1505
	Camp Store fax 951-926-8098
	Marina 951-926-8515
	Christine Simard (C.S. MGR) Cell 760-490-7213
<i>Maintenance Staff</i>	DISTRICT HEADQUARTERS
Chris Gregorek Martin Medina James Genes Jorge Beltran Rick Rodriguez	Guest Services 800-234-7275
	Headquarters Fax fax 951-955-4305 fax 951955-4397
	Vicki Armentrout
	Loree Broderick Annie Luciano Ryan Mark Christina Sanchez Deborah Newell
	Help Desk-Riv. Co IT 951-955-9900
LAKE SKINNER VOLUNTEERS	
Vacant Shop Cell Vacant Clint Engel Alicia Engel Patrizia Willow Sandra Rowell Todd Rogelstad Cyndi Klein John Sack Vacant Vacant	

Michael Boehnline
Tony Vasquez
Monique Matos
Annabell Casas
Greg Maeser
Laura Maeser
Rick Bradford
Trish Bradford
Luz Medina

Updated April 4, 2023

LAKE SKINNER EMPLOYEES				MSR EMPLOYEES		
Rangers				Ryan Rodriguez		
Mike Herman						
Nate Hearn	Ranger 1					
Davina Baker	Ranger 2					
Park Attendants				PARK FACILITIES		
Shannon McDaniel	T1			Kiosk		951-926-1541
Delita Evans	T2			Whittier Office/Fax	fax	951-926-3046
Jo Ann Sincosky	K1			Camp Store		951-926-1505
Fidel Hernandez	K2			Camp Store	fax	951-926-8098
				Marina		951-926-8515
Maintenance Staff-(Whisky)						
Chris Gregorek	W Bravo					
Martin Medina	W1					
James Genes	W2					
Jorge Beltran	W3					
Vacant	W4					
Rick Rodriguez	W5					
LAKE SKINNER VOLUNTEERS				DISTRICT HEADQUARTERS		
Vacant	Shop			Guest Services		800-234-7275
Vacant	Shop			Headquarters Fax	fax	951-955-4305
Clint Engel		111			fax	951-955-4397
Alisha Engel		111		Vicki Armentrout		
Patrizia Willow		125		Loree Broderick		
Sandra Rowell		147		Annie Luciano		
Todd Rogelstad		176		Ryan Mark		
Cyndi Klein		176		Christina Sanchez		
John Sack		223		Deborah Newell		
Vacant		247		Help Desk-Riv. Co IT		
Michael Boehnline		248				
Tony Vasquez		273				
Monique Matos		275				
Annabell Casas		319				
Greg Maeser		337				
Laura Maeser		337				
Rick Bradford		372				

<i>Company</i>	<i>Phone</i>
The Gas Company	1-800-427-2200
Electric Company	1-800-655-4555
Water Company Eastern Municipal Water District	1-951-928-3777
Frontier	1-800-921-8101
Riverside County Information Technology	1-951-955-9900

2.0 Safety Committee Roles and Responsibilities

<i>Safety Role</i>	<i>Name</i>
Committee Manager	Mike Herman
Area Monitor	Nate Hearron
Area Monitor	Nate Hearron
Area Monitor	Davina Baker
Area Monitor	Sonny Waldron
Area Monitor Grounds	Jorge Beltran

3.0 FACILITY DESCRIPTION

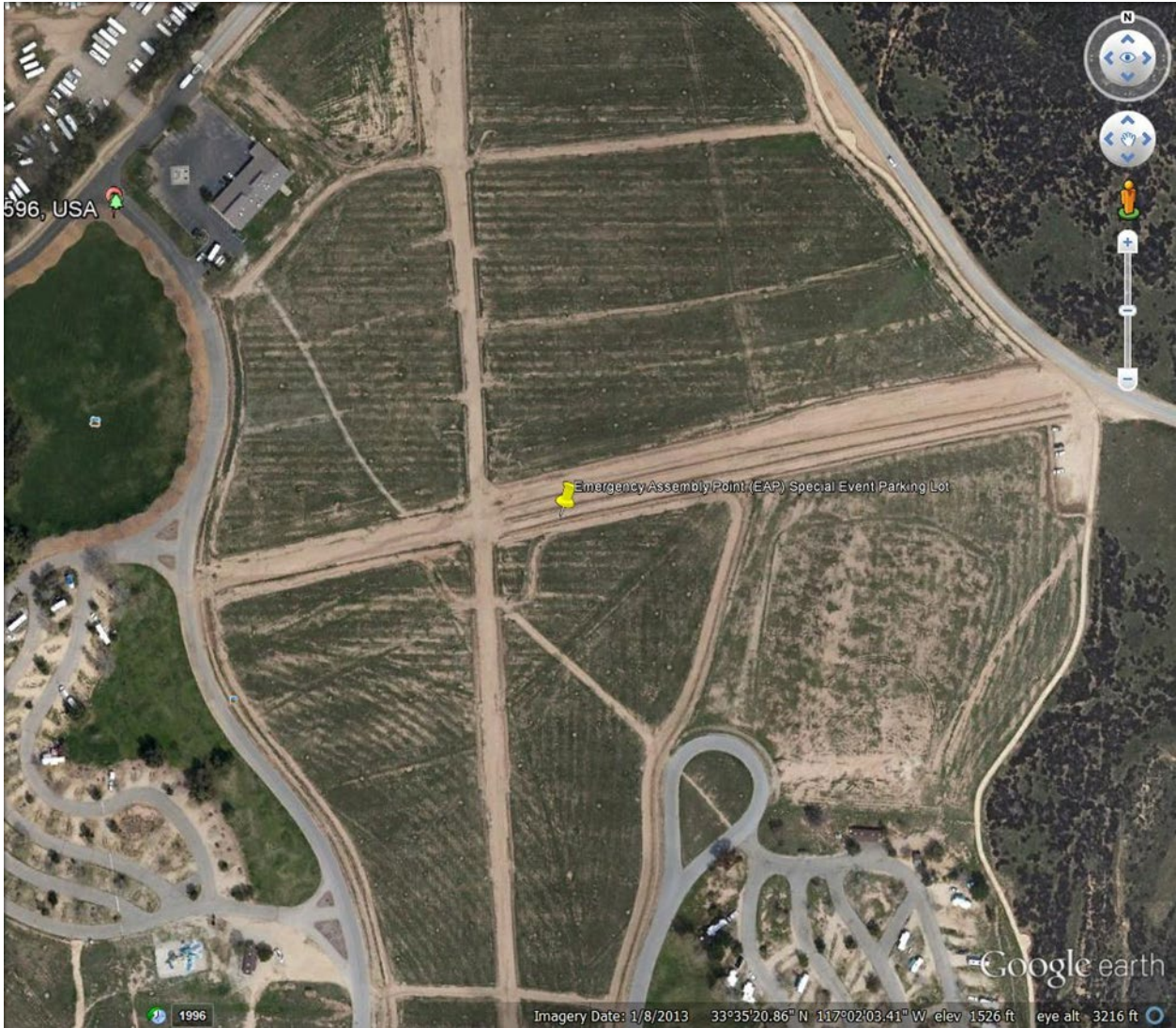
Write a description of the park or facility-

Nestled in the rolling hills of Winchester, CA, beautiful Lake Skinner Recreational Area offers visitors expansive natural vistas and invigorating recreational opportunities, including camping, picnicking, hiking, horseback riding, sailing, and fishing. This popular regional park is located just a few short miles east of the Temecula Wineries, close to the bustling communities of Murrieta and Menifee, and within easy access of interstate 15 and 215. Created in 1973, Lake Skinner has 1400 surface acres of water and is operated by the Metropolitan Water District of Southern California. Supplied by the Colorado River through the Colorado River Aqueduct and the State Water Project, the lake feeds the Robert A. Skinner filtration plant and, in turn, supplies water to many residents of Southern California. While the park is popular for all its recreational activities, fishing is undoubtedly one of its biggest attractions. Lake Skinner is home to Striped Bass, Largemouth Bass, Carp, and Bluegill year-round. The District also stocks Catfish in the summer and Trout in the winter, keeping the fishing active all year long. Lake Skinner is host each May to the nation's largest solar boat program; the annual [MWD sponsored Solar Cup](#). Boating is allowed on the lake with a few [restrictions](#) and the park offers boat rentals at the marina. All boating activities must be non-body contact (no swimming, skiing, etc.) For day trips, Lake Skinner offers two shade shelters and picnic benches and barbecues throughout the park for picnics and other gatherings. A stroll on the mile and a half-groomed walking path that circles the park affords spectacular views in all directions. The park also offers a brand-new amphitheater alongside a newly installed Splash Pad for those hot days when the family just needs to cool off. Bird-watching is a prized activity here and visitors can regularly spot a wide variety of birds, such as heron, owls, hawks, and many others. Other inhabitants of the park include rabbits, squirrels and, on cold mornings, one might even spot a few deer. With 241 campsites, Lake Skinner's campgrounds provide plenty of space for overnight or extended stays. Sites offers picnic benches and fire rings. Most away-from-home needs can be met with a visit to the well-stocked camp store.

Lake Skinner Recreation Area is well known for hosting the award-winning annual [Temecula Valley Balloon and Wine Festival](#) each June. Throughout the summer, RivCoParks offers fun and relaxing events at Lake Skinner that include an annual fishing clinic, campfire series, and star-gazing night.

1. Kiosk for customer service
2. Whittier Office where AED is located
3. Camp store
4. Day Use 1 area where the 40x40 shade shelter is located
5. Day Use 2 area where the 20x20 shade shelter is located and natural vistas of the beautiful lake
6. Launch Ramp #1 for vessel launching and where the Mariana is located
7. Launch Ramp #2 for Kayak Canoe launching
8. Splash Zone for those hot days when the family just needs to cool off
9. Campground A where Water, Water/electric and Full Hookups sites are available
10. Campground B and C where Full Hookups sites are available

4.0 EMERGENCY ASSEMBLY POINT The Emergency Assembly Plan Point (EAPP) is located at Special Event Parking Lot located at 37701 Warren Road Winchester Ca 92596. The nearest cross street is Borrell and the nearest main intersection is Anza Road (See map)



5.0 ROSTER

The Employee Roster should be determined by the work schedule posted and updated once a month; a printed version is available at the kiosk and ranger station.

6.0 OTHER HAZARDS



7.0 FACILITY ALARMS & UTILITY SHUT-OFFS

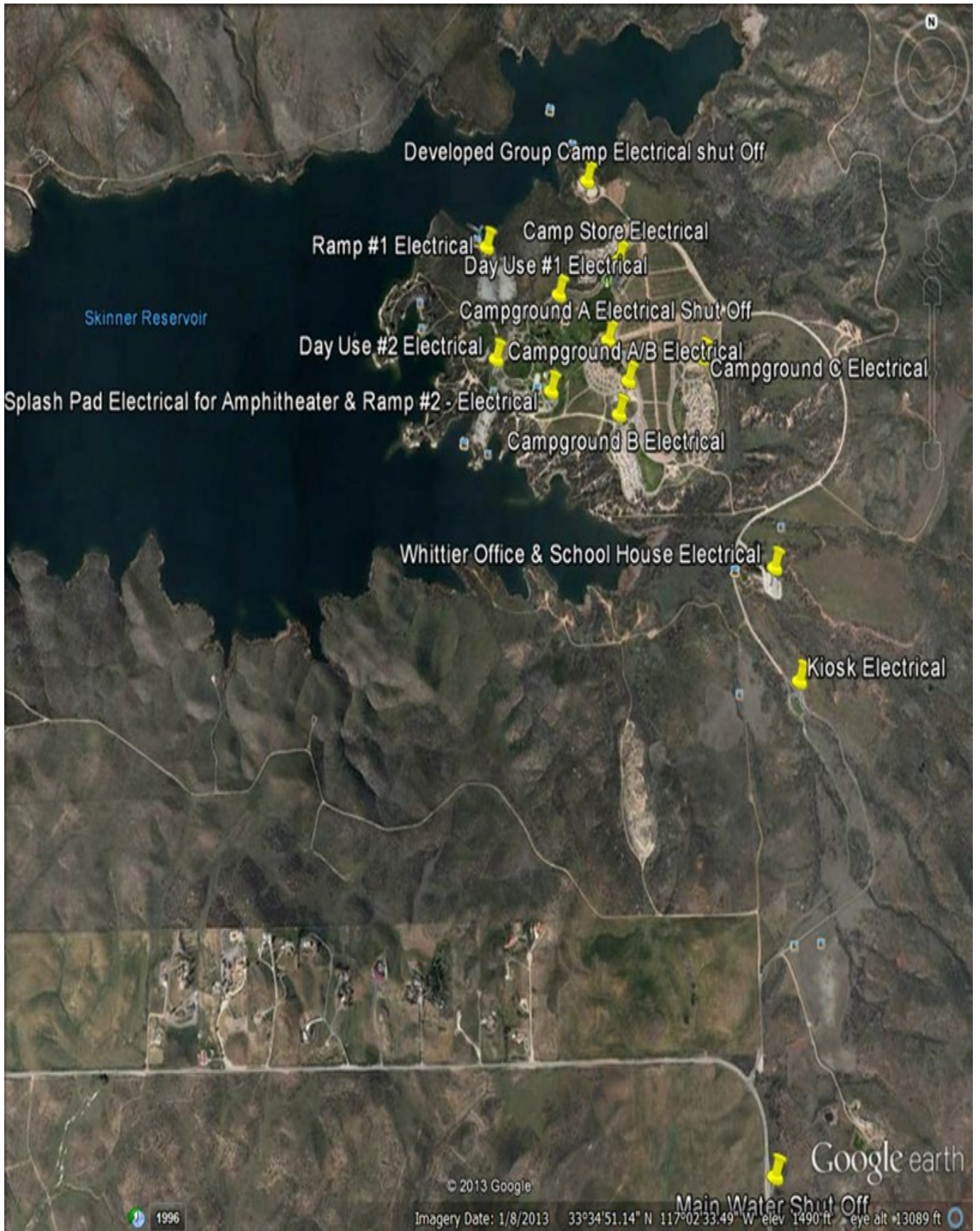
7.1 ALARMS, ALARM IDENTIFICATION, AND RESPONSE

Building A	Audio	Visual	Response
Evacuation	✓	✓	Leave the building immediately. Report to the assembly point.

Building B,C & D	Audio	Visual	Response
Evacuation	✓	✓	Leave the building immediately. Report to the assembly point.

7.2 UTILITY SHUT-OFFS

Utility	Location
Electricity	Various Pin Points
Propane	Camp Store
Water	Various Pin Points



8.0 EMERGENCY NOTIFICATIONS

8.1 IMMEDIATE EMERGENCY NOTIFICATION (LIFE-THREATENING)

Life-Threatening Emergency Numbers:

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 the **Lake Skinner Recreation Area**.

Calling 9-1-1 (or any other emergency number) from **[Lake Skinner]**

telephone connects you to the Riverside County Sheriff's Department Emergency Dispatch Center.

9-1-1 – from a public telephone

9-1-1 – from a cell phone

9-9-1-1 – from a County Facility telephone

CODE GREEN – Internal Notification in _____ that an Emergency Situation is taking place, such as Armed Gun Man

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?
 - b. Be sure and tell the dispatcher where you are located.
4. What is the emergency (fire, medical, hazardous material)?
 - a. How did it happen?
 - b. When did it happen?
 - c. 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.

8.2 EMERGENCY NOTIFICATION (NON-LIFE-THREATENING)

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

9.0 EMERGENCY EVACUATION PROCEDURES

1. Stay calm, do not rush, and do not panic.
2. 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.) Exit the building quickly and in an orderly manner, taking the safest and most direct route.
3. If safe, close your office doors and windows, but do not lock them.
4. Proceed directly to the Emergency Assembly Point. The primary EAP is located at the Special event parking area. The secondary EAP is located at Kiosk.
5. Report immediately to the Assembly Point Leader. Sign off on the roster so the Assembly Point Leader can account for you. Please have your guests sign off on the roster as well. Inform the Assembly Point Leader of any employee in your Department that is out of work.
6. DO NOT leave the EAP until instructed to by the Facility Manager, Assembly Point Leader, Area Monitors or Emergency Responders.
7. **DO NOT RE-ENTER THE BUILDING OR WORK AREA UNTIL THE EMERGENCY RESPONDERS INSTRUCT YOU TO DO SO.**

9.1 EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

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.

9.2 EMERGENCY ANIMAL EVACUATION

**Western Riverside County/City Animal Shelter
6851 Van Buren Blvd.
Riverside, CA 92509
(951) 358-7387 OR 1(888)636-7387**

10.0 ACCIDENT/INJURY – EMPLOYEES

Procedures:

1. Administer immediate first aid as indicated using personal protective equipment (gloves, etc.).
2. Call 9-1-1 from a 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. Worker's Compensation Acknowledge Form (WC-35)
3. Employee Claim Form (DWC-1) in triplicate
4. Medical Service Order (WC Form 5)
5. Worker's Compensation Temporary prescription card (Rx Form 01)
6. Employee acknowledgement of the Medical Provider Network (WC MPN Form 01)
7. Supervisors Report of Employees Injury (Safety Form 674)

11.0 ACTIVE SHOOTER

RUN

HIDE/CALL 911 or RADIO DISPATCH FIGHT

An active shooter incident would involve an individual threatening to or actually shooting a firearm in or around the park. An active shooter is an armed person(s) whose action is immediately causing death or great bodily injury.

Because of the following factors, it is hard to reduce the risk of an active shooter: (1) the park does not have secure boundaries, as visitors can freely drive or walk into the camp from multiple points. (2) While the park is not remote, it is large with many different locations so it could take 10 minutes or more for law enforcement or emergency personnel to find you or subdue the suspect. Therefore, it is imperative that District staff be vigilant to identify risks and ensure all visitors/guests are in their appropriate spots.

During an emergency, staff should be familiar with the emergency action plan. Depending on the situation, staff will be alerted to the active shooter situation. Using District provided PSEC radios staff can communicate and establish the location of the shooter and radio 911 or dispatch. First, identify the general location of the threat. If safe Call 9-11 or Radio Dispatch. Be prepared to take immediate action, lock and barricade doors, and evacuate campers to a safe area by taking cover behind whatever may be around you such as trees, rocks, playgrounds, cabins, kiosks, and other buildings. You also need to be prepared to help those with special needs and/or physical challenges. This is different from other emergencies as we would not come together in one place until an “all clear” signal is heard. Remember that campers are likely to follow the lead of staff during an emergency. With campers, the biggest thing is for you to remain calm and in turn keep the guests calm. You should give guests clear and concise instructions as to what to do when such an event happens. In this instance, staff are responsible for their own safety first, and the safety of our guests second. You need to be prepared to help the greatest number of guests that you are able to help. This might mean you have to leave some guests to save others that are trapped or hurt until further resources arrive.

The following guidelines are based on studies of active shooter events by the FBI, Department of Homeland Security, and the U.S. Secret Service. The most important things to remember are: RUN, HIDE, FIGHT. For a violent situation like this, you actually do the opposite of other emergencies where you all gather in one place.

RUN away from the danger. Be out of the shooter’s view. Do not return once you have made it to a safe place. Leave your belongings behind. Take your phone only if it’s safe to do so.

HIDE in a safe area, out of the active shooter’s view. Prevent individuals from entering an area where the active shooter may be, utilize the parks natural terrain and other out buildings to stay hidden. Indoors, stay in the building, locking or barricading doors, covering windows, and turning out the lights. Your hiding place should not trap you or restrict your options for movement. You should hide behind large items (i.e. cabinets, desks) and remain quiet. Call 911 when you are safe. Avoid

calling others; only call 911. If you are a safe distance from the shooter, call or text the camp director to alert him your whereabouts. Then silence your phone and turn off any other source of noise (i.e. radios, televisions, etc.)

Outdoors, guide guests to seek shelter in any safe building nearby. If not practical to do so: run with group toward opposite/safe direction; spread out in small pockets; run between trees/objects. Upon arriving at safer location, remain there. You and your campers should remain concealed and quiet until called out by police or one of your camp leaders who you can positively identify by voice or other sign. Be prepared to remain at that location for hours. When police arrive, keep your hands visible to responding officers and follow their instructions.

Provide protection if shots are fired in your direction. Do not attempt to move wounded people but if someone with you is wounded, use your first aid training.

If running and hiding are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. Stay low to the ground, even lying flat on your belly if possible. If you cannot speak, leave the line open and allow the dispatcher to listen.

Get out if you can, hide out if you must, and as a last resort commit to taking out your attacker. If you find yourself in the unenviable position of not being able to escape from an active shooter, your best chance of survival is to **FIGHT** and actively engage your attacker in combat. Take the shooter out. Be resourceful, use whatever tools (i.e. weapons) that are at your disposal. Throw items and improvise weapons. Work as a team if possible. Use items such as chairs, brooms, lamps, heavy garbage cans, sticks, rocks, or loop your belt through a heavy item to swing. Yell. Maintain a low center of gravity. A confident mindset and a willingness to attack are your most valuable assets in this situation. **SPEED**, **SURPRISE** and **AGGRESSIVE ACTION** are your best chance to combat an active shooter.

ALL CLEAR

When the incident is over you will be notified by police or camp staff through direct contact. Listen and follow all the directions given. This might mean coming out with your hands visible, or above your head. Do not come out of hiding just because the siren turns off. Do not come out of hiding just because you haven't heard anything in a while. If it is necessary to evacuate camp, you will be told how to do so. Assist other staff with the headcount process and continue to reassure your campers. At this point, put our campers and guests ahead of your own needs. We will assist you with personal counseling as soon as possible, should you need it.

MEDIA

If an active shooter event happens at camp, our normal media procedures will be put into play. First Contact Chief of Parks and Resources and Public Information Officer. For the safety of you, our other staff, and guests, please do not post anything on social media about the incident. This may make it more difficult for law enforcement and the District to manage the situation.

12.0 AFRICANIZED HONEYBEES

Africanized Honeybee 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

13.0 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? _____ † Yes † No			† Irrational	† Taped † Code word
Remarks				
Your Name			Job Title	
Your Telephone Number			Date Completed	Time

Procedures:

1. Remain calm 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 is 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

14.0 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 _____ 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.

15.0 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 9-1-1 from a 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 9-1-1 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.

16.0 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 9-1-1 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.

17.0 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 9-1-1 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 9-1-1 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.

18.0 FIRE

Anyone who discovers a fire in a building 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 9-1-1 (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 EAP.
9. Before opening doors, check to see if the door or doorknob 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. Disabled employees must be evacuated as per the FEAP.
14. DO NOT RE-ENTER THE BUILDING FOR ANY REASON.
15. Do not congregate in fire lanes.
16. Go directly to the assembly point designated in the FEAP.
17. 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 EAP 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.

19.0 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 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.

20.0 POWER (UTILITY) OUTAGE

Procedures:

1. Each site should have a flashlight that is easily accessible. (Extra batteries should also be kept on hand.)
 - Kiosk: rear wall in the corner
 - Front office: in the closet to the right
 - Ranger station: in the radio room left of door
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.
8. Utilize emergency generator stored in kiosk restroom. Follow instructions for connection.
9. Have park field personnel advise guests that it is a major outage affecting the whole park. Ask guests to disconnect from power source to prevent damage in the event of a surge when power is restored.

21.0 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 **Lake Skinner** a safe place by being alert to suspicious situations or persons and reporting them. If you notice person(s) acting suspiciously on site, immediately notify Riverside County Sheriff'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 9-1-1. **If you are unable to verbally communicate with 9-1-1, tap on the telephone receiver to alert the 9-1-1 operator that you are in danger.**
2. Utilize the emergency alarm button located in kiosk or front office if safe to do so.
3. Comply with demands.
4. Don't resist and thereby upset the robber.
5. Don't block the robber's escape route.
6. Do not make fast or sudden moves. Explain noises ahead of time.
7. 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 9-1-1 (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.

22.0 SAFETY HOTLINE

Purpose:

1. A fast means for employees to report unsafe acts or conditions in the workplace.
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

23.0 SHELTER-IN-PLACE

Definition:

In the event that hazardous materials are released into the atmosphere, the staff on duty 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. At Lake Skinner such locations are located at front office bathrooms, ranger station ready room, camp store restrooms and storage rooms, campground C tool lock up, and bathrooms throughout the facility.

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.

24.0 Snake Bite

Procedures:

- No first aid is much better than performing bad first aid.
 - Don't** cut at or around the site of the bite;
 - Don't** compress the bitten limb with a cord or tight bandage;
 - Don't** attempting to extract or neutralize venom.
- All Snake Bite Kits are dangerous and should not be used. This was also confirmed by the Snake Bite Poison Line.
- A lot of snake bite patients injure themselves by panicking directly after a snake bite, by tripping over a rock or tree trunk, or by falling off the side of the trail. Staying calm is important! After a snake bite, walk about 20-30 feet away from the snake.
- Find a safe place to sit down as soon as possible. The venom can rapidly diffuse into your system, this can drop your blood pressure too low to pump all the way to your head while standing. Sitting down reduces your chance of fainting within the first few minutes. If you faint, it shouldn't be more than a few minutes.
- Remove any rings, watches, tight clothing and anything else from the bitten limb, because the swelling will make it a lot bigger soon.
- Take 5 minutes to calm down and plan your evacuation. The only effective treatment for a snake envenomation is the right anti-venom to neutralize it.
- Do not wait for symptoms to appear if bitten. It's important to get in touch with emergency personnel as soon as possible to get you to a hospital. If you have a cell phone and service, great, call 911 or the Park Ranger. If there is no service, think about the last time you had phone service.
- A sharpie can be a great help for emergency personnel to assess the severity of your snakebite. Circle the location of your snake bite and write down the time next to it. Draw a circle around the border of the swelling and write down the time. Write down all the things you're experiencing that are not normal, with the time next to it. Examples are: metallic taste in your mouth, changes to sense of smell, sudden loss of vision, double vision, visual disturbances, ringing in the ears, headache, nausea and vomiting, bleeding from anywhere, dizziness, shortness of breath, etc. The most common signs and symptoms are pain and swelling.
- Update this info every 15 or 30 minutes as the swelling moves up the limb and your symptoms develop.
- Make contact via cell phone. If this is not possible, walk slowly to get help. Drink some water and take some calories if you have any. Some snake bite victims walk several miles after serious snake bites

to their legs. They make it out fine because they made it out to medical care. This is much better than waiting for help if you can't reach anyone. Don't let the fear of "raising your heart rate and increasing the speed of venom circulation" prevent you from moving to get to care. Be very cautious about driving yourself to a hospital, since some bites have serious side effects that could suddenly limit your ability to drive.

Preventing a snake bite is obviously better than dealing with a snake bite. Here are a few ways to reduce the risks of snake bites:

- Watch where you're placing your feet, be extra aware on rocky, sunny areas, pockets of leaves and logs across the trail. If you're off trail, the odds go up because there are more rocks and cracks and less people to scare the snakes away. Watch out when running through tall grass and weeds.
- Step on a rock or log, not over it. This way you can spot a snake that may be sheltering under it and take action quickly.
- Watch out when sitting down on a rock or tree stump, you might be sitting on a snake.
- Don't try to chase the snake off the trail, this is why most people get bit by snakes.
- Don't work with headphones on.
- Since snakes are cold-blooded, they'd like to come out when it's warm and sun themselves on rocky areas or trails. They like to be on the edge of a sunny patch. If you come across a sunny patch, your encounter chances increase.
- Most venomous snakes in the US rest during the day. The chances of running into one are higher in the mornings and early evenings, when their activity might be a bit higher.
- In the spring, after snakes have hibernated together, the frequency of sightings goes up. In the fall, when they retreat to a hiding place to spend the cold winter months, they are on the go, so higher chances to encounter a snake. Most snake bites occur between April and October.

Snake Bite Poison Line (1-800-222-1222) available 24/7

25.0 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.
 - b. Primary action plan is to clear the area to the designated exit area.
 - c. Primary: Exit visible guests
 - d. Secondary: Secure any buildings that allow for safe entry, enter, and proceed to clear
3. After area is clear and level of emergency is determined decide on whether or not to shut off the following:
 - a. PROPANE
 - b. ELECTRIC
 - c. WATER

26.0 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 1-800-950-2444.
 - a. 9-1-1 if the wound needs immediate medical treatment.
6. Attempt to keep track of the animal.

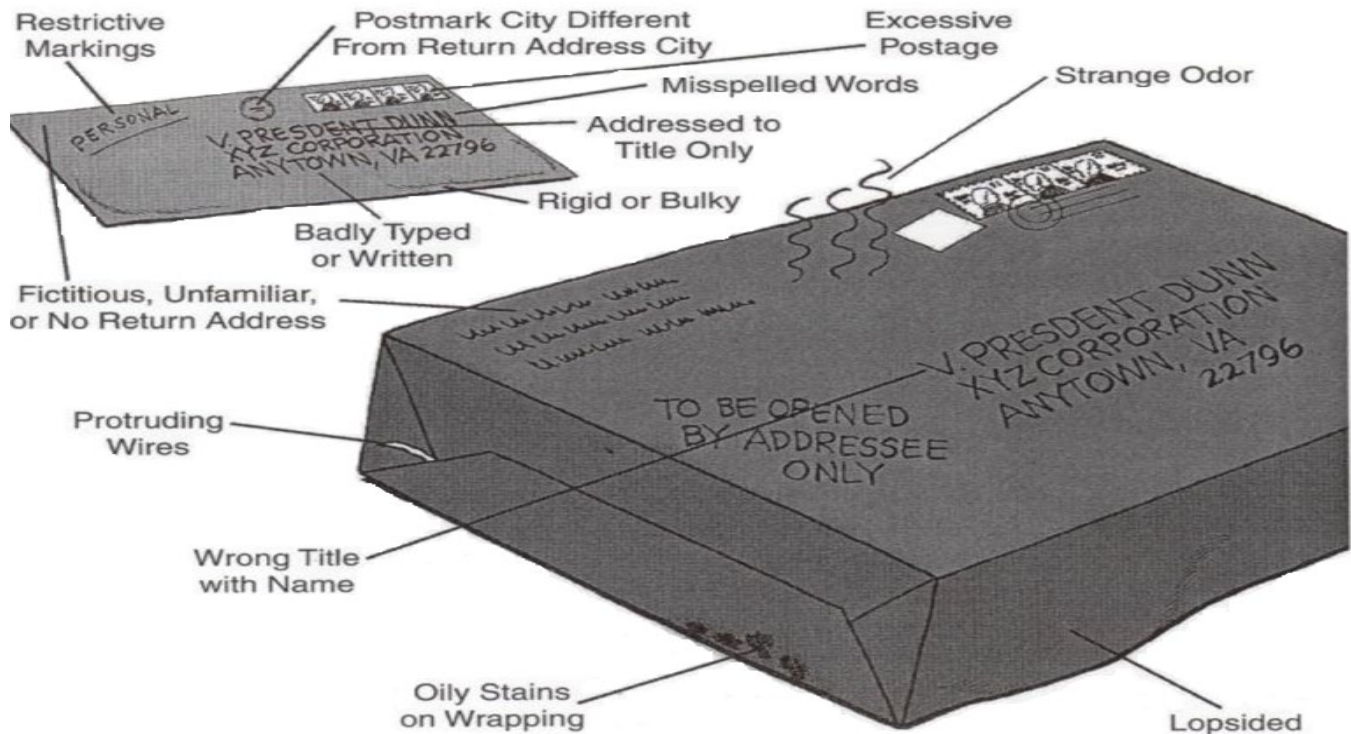
27.0 SUSPICIOUS PACKAGES AND LETTERS

Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 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: Front field.
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 9-1-1!

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.



28.0 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 9-1-1 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.

29.0 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 you can see it, flee it; if you can hear it, clear it."

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

30.0 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: **Special Event Parking Lot.**
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 9-1-1 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 9-1-1 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.

31.0 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/>.

FACILITY EMERGENCY ACTION PLAN

FOR

**MAYFLOWER REGIONAL PARK
4980 COLORADO RIVER ROAD
BLYTHE CA 92225**

REVISED/REVIEWED: 4.01.23

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) location can vary based on the type of emergency and location of emergency but generally the assembly point is the open dirt area outside Maintenance Shop.

FACILITY EMERGENCY ACTION PLAN

INTRODUCTION

This is the Facility Emergency Action Plan for **Mayflower Park**

The information in this Plan is to be used by the Site Coordinator 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 developed 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 or safety of its occupants.
5. External sources of toxic fumes or smoke from a nearby accident or fire enters 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.

Table of Contents

- 1.0 EMERGENCY TELEPHONE NUMBERS**
- 2.0 SAFETY COMMITTEE ROLES AND RESPONSIBILITIES**
- 3.0 FACILITY DESCRIPTION AND MAPS**
- 4.0 EMERGENCY ASSEMBLY POINT (EAP)**
- 5.0 ROSTER**
- 6.0 OTHER HAZARDS**
- 7.0 FACILITY ALARMS & UTILITY SHUT-OFFS**
- 8.0 EMERGENCY NOTIFICATIONS**
- 9.0 EMERGENCY EVACUATION PROCEDURES**
- 10.0 EASTERN COUNTY PARKS COVID OPERATIONS PROTOCOL**

ACCIDENT/INJURY – EMPLOYEES

ACTIVE SHOOTER

AFRICANIZED HONEY BEES

BOMB THREAT

CIVIL DISORDER

CHEMICAL SPILL/TOXIC EMISSIONS

EARTHQUAKES

EVACUATION PROCEDURES (GENERAL)

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

EXTREME HEAT (HEAT ILLNESS)

FIRE

FLASH FLOODS

POWER (UTILITY) OUTAGE

ROBBERY

SHELTER-IN-PLACE

STRAY ANIMALS

SUSPICIOUS PACKAGES

TERRORIST INCIDENTS\HOSTAGE SITUATION

THUNDERSTORMS AND LIGHTNING

TORNADOES

WEST NILE VIRUS

FORMS/INCIDENT REPORTS

SAFETY COMMITTEE COMMUNICATION

1.0 Emergency Telephone Numbers

Mayflower Park
4980 Colorado River Road
Blythe Ca 92225
760.922-4665

First Contact: *Shawna Allison- Park Ranger Supervisor*

Second Contact: *Juan Rojas- Park Maintenance Worker*

Third Contact: *Jolina Styers - Park Attendant*

General Emergency Numbers

Utility Companies:

Gas Company:	AmeriGas	800-427-1150
Electric Company:	Southern California Edison	800-661-1911
Water Company Well	AZCA Drilling & Pump	928-923-9118
Telephone Company	Frontier	800-921-1002

In-House Numbers:

Park District Headquarters	951-955-4310
HR/Safety Office	951-955-3520
Emergency Service Division	951-955-4700

Safety Committee Roles and Responsibilities:

Site Supervisor Shawna Allison, Park Ranger Supervisor

Safety Officer: Juan Rojas, Park Maintenance Worker

Mayflower Park Volunteers

Shirley Robert Park Host (Year- Round Host)

Royden and Connie Levi (Winter Host)

Jack and Janet O Bray (Winter Host)

Sara Degenhardt (Winter Host)

Sherri Thompson (Winter Host)

Nancy & Norman Senti (Winter Host)

Charlie Torrisi (Winter Host)

Donald Green (Winter Host)

2.0 Safety Committee Roles and Responsibilities

The Safety Committee shall communicate updates to the EAP's as changes are made.

<i>Safety Role</i>	<i>Name</i>
Committee Manager	Shawna Allison
Area Monitor	Shawna Allison
Area Monitor	Juan Rojas
Area Monitor	Juan Rojas
Area Monitor	Juan Rojas
Area Monitor Grounds	Juan Rojas

3.0 FACILITY DESCRIPTION

The stunning Mayflower Park is situated alongside the remarkable Colorado River in Blythe, California, only 25 miles west of Quartzsite Arizona. The clear blue of the river mimics the beautiful blue skyline with spacious green grass nestled in between. With numerous water and land activities, finding something to do is never a problem.

Mayflower Park is extremely accommodating with fishing, picnic, and barbecue areas. The Park also has magnificent day and overnight use with 152 roomy RV sites with water and utilities, as well as 27 additional lovely dry camping sites.

Mayflower Park is a one-of-a-kind park with breathtaking open fields and gorgeous willowing trees perfectly placed along the dazzling Colorado River. The view alone is worth the visit, but the endless activities create lasting memories.

1. Kiosk where AED is located, guests are greeted, and office work is performed.
2. Maintenance Shop/Office where tools and equipment are stored.
3. RV Campground Public Restroom.
4. (Vacant) old RV Public Restroom

4.0 EMERGENCY ASSEMBLY POINT

The Emergency Assembly Plan Point (EAPP) is located at the entrance of the facility.



5.0 ROSTER

The Employee Roster should be determined by the work schedule posted and updated once a month; a printed version is available at the kiosk station.

Mayflower Park Employee Roster

Shawna Allison	Supervising Park Ranger
Juan Rojas	Park Maintenance Worker
Jolina Styers	Park Attendant

Mayflower Park Volunteer Roster

Shirley Roberts	Camp Host
Connie & Roy Levi	Winter Camp Host
Jack & Janet O Bray	Winter Camp Host
Donald Green	Winter Camp Host
Sara Degenhardt	Winter Camp Host
Sherri Thompson	Winter Camp Host
Charlie Torrasi	Winter Camp Host
Nancy & Norman Senti	Winter Camp Host

6.0 OTHER HAZARDS



7.0 FACILITY ALARMS & UTILITY SHUT-OFFS^{7.1}

ALARMS, ALARM IDENTIFICATION, AND RESPONSE

Building 1 - 4	Audio	Visual	Response
Evacuation	✓	✓	Leave the building immediately. Report to the assembly point.

7.2 UTILITY SHUT-OFFS

Utility	Location
Electricity	North side of the day use & boat launching parking lot towards the center edge.
Propane	North side of the restroom in campground C.
Water	Potable Well on the west side behind the shop and Irrigation Well is within the shop compound on the south side.

8.0 EMERGENCY NOTIFICATIONS

8.1 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 a County Facility telephone
CODE GREEN – Internal Notification in _____ that an Emergency Situation is taking place, such as Armed Gun Man

Calling 9-1-1 (or any other emergency number) from the Mayflower Park 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?
 - b. Be sure and tell the dispatcher where you are located.
4. What is the emergency (fire, medical, hazardous material)?
 - a. How did it happen?
 - b. When did it happen?
 - c. 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.

8.2 EMERGENCY NOTIFICATION (NON-LIFE-THREATENING)

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

9.0 EMERGENCY EVACUATION PROCEDURES

1. In an evacuation, exit the building quickly and in an orderly manner, taking the safest and most direct route.
2. Proceed directly to the Emergency Assembly Point. The primary EAP is located at the Kiosk.
3. 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 that is out work.
4. DO NOT leave the EAP until instructed to by the Facility Manager, Assembly Point Leader, Area Monitors or Emergency Responders.

9.1 EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

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.

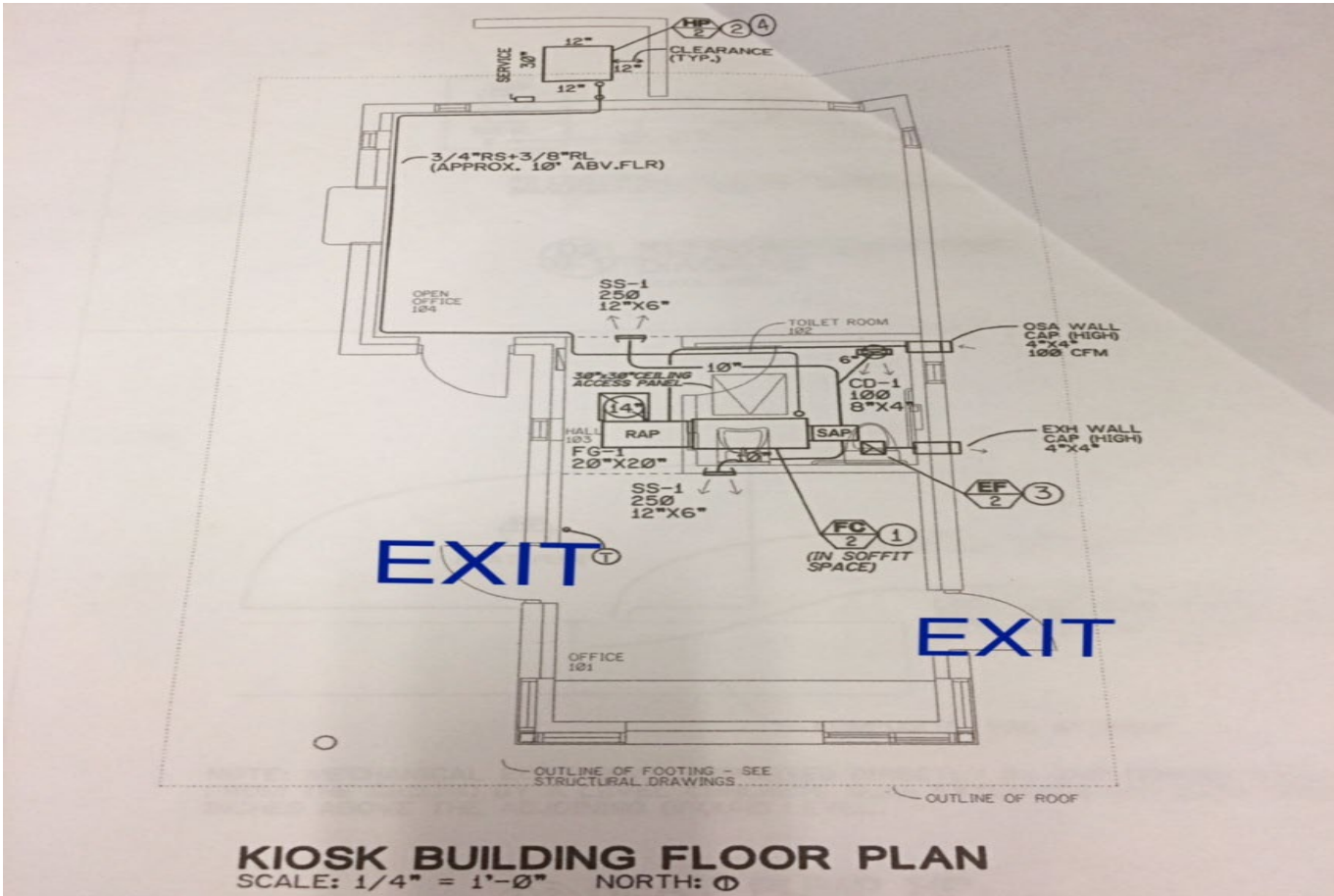
Other Impairments:

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.

9.2 EMERGENCY ANIMAL EVACUATION

**Eastern Riverside County/City Animal Shelter
245 Carlton
Blythe Ca 92225
(760)-921-7857**

Mayflower Park Kiosk Emergency Exit Plan



Mayflower Shop/Office Emergency Exit Plan



ACCIDENT/INJURY – EMPLOYEES

Procedures:

1. Administer immediate first aid as indicated using personal protective equipment (gloves, etc.).
2. Call 9-1-1 from a Kiosk phone or your cell 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)

ACTIVE SHOOTER

RUN HIDE/CALL 911 or RADIO DISPATCH FIGHT

An active shooter incident would involve an individual threatening to or actually shooting a firearm in or around the park. An active shooter is an armed person(s) whose action is immediately causing death or great bodily injury.

Because of the following factors, it is hard to reduce the risk of an active shooter: (1) the park does not have secure boundaries, as visitors can freely drive or walk into the camp from multiple points. (2) While the park is not remote, it is large with many different locations so it could take 10 minutes or more for law enforcement or emergency personnel to find you or subdue the suspect. Therefore, it is imperative that District staff be vigilant to identify risks and ensure all visitors/guests are in their appropriate spots.

During an emergency, staff should be familiar with the emergency action plan. Depending on the situation, staff will be alerted to the active shooter situation. Using District provided PSEC radios staff can communicate and establish the location of the shooter and radio 911 or dispatch. First, identify the general location of the threat. If safe Call 9-11 or Radio Dispatch. Be prepared to take immediate action, lock and barricade doors, and evacuate campers to a safe area by taking cover behind whatever may be around you such as trees, rocks, playgrounds, cabins, kiosks, and other buildings. You also need to be prepared to help those with special needs and/or physical challenges. This is different from other emergencies as we would not come together in one place until an "all clear" signal is heard. Remember that campers are likely to follow the lead of staff during an emergency. With campers, the biggest thing is for you to remain calm and in turn keep the guests calm. You should give guests clear and concise instructions as to what to do when such an event happens. In this instance, staff are responsible for their own safety first, and the safety of our guests second. You need to be prepared to help the greatest number of guests that you are able to help. This might mean you have to leave some guests to save others that are trapped or hurt until further resources arrive.

The following guidelines are based on studies of active shooter events by the FBI, Department of Homeland Security, and the U.S. Secret Service. The most important things to remember are: RUN, HIDE, FIGHT. For a violent situation like this, you actually do the opposite of other emergencies where you all gather in one place.

RUN away from the danger. Be out of the shooter's view. Do not return once you have made it to a safe place. Leave your belongings behind. Take your phone only if it's safe to do so.

HIDE in a safe area, out of the active shooter's view. Prevent individuals from entering an area where the active shooter may be, utilize the parks natural terrain and other out buildings to stay hidden. Indoors, stay in the building, locking or barricading doors, covering windows, and turning out the lights. Your hiding place should not trap you or restrict your options for movement. You should hide behind large items (i.e. cabinets, desks) and remain quiet. Call 911 when you are safe. Avoid calling others; only call 911. If you are a safe distance from the shooter, call or text the camp director to alert him your whereabouts. Then silence your phone and turn off any other source of noise (i.e. radios, televisions, etc.)

Outdoors, guide guests to seek shelter in any safe building nearby. If not practical to do so: run with group toward opposite/safe direction; spread out in small pockets; run between trees/objects. Upon arriving at safer location, remain there. You and your campers should remain concealed and quiet until called out by police or one of your camp leaders who you can positively identify by voice or other sign. Be prepared to remain at that location for hours. When police arrive, keep your hands visible to responding officers and follow their instructions.

Provide protection if shots are fired in your direction. Do not attempt to move wounded people but if someone with you is wounded, use your first aid training.

If running and hiding are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. Stay low to the ground, even lying flat on your belly if possible. If you cannot speak, leave the line open and allow the dispatcher to listen.

Get out if you can, hide out if you must, and as a last resort commit to taking out your attacker. If you find yourself in the unenviable position of not being able to escape from an active shooter, your best chance of survival is to **FIGHT** and actively engage your attacker in combat. Take the shooter out. Be resourceful, use whatever tools (i.e. weapons) that are at your disposal. Throw items and improvise weapons. Work as a team if possible. Use items such as chairs, brooms, lamps, heavy garbage cans, sticks, rocks, or loop your belt through a heavy item to swing. Yell. Maintain a low center of gravity. A confident mindset and a willingness to attack are your most valuable assets in this situation. **SPEED**, **SURPRISE** and **AGGRESSIVE ACTION** are your best chance to combat an active shooter.

ALL CLEAR

When the incident is over you will be notified by police or camp staff through direct contact. Listen and follow all the directions given. This might mean coming out with your hands visible, or above your head. Do not come out of hiding just because the siren turns off. Do not come out of hiding just because you haven't heard anything in a while. If it is necessary to evacuate camp, you will be told how to do so. Assist other staff with the headcount process and continue to reassure your campers. At this point, put our campers and guests ahead of your own needs. We will assist you with personal counseling as soon as possible, should you need it.

MEDIA

If an active shooter event happens at camp, our normal media procedures will be put into play. First Contact Chief of Parks and Resources and Public Information Officer. For the safety of you, our other staff, and guests, please do not post anything on social media about the incident. This may make it more difficult for law enforcement and the District to manage the situation.

AFRICANIZED HONEYBEES

Africanized Honeybee 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	† Code word
† Yes † No					
Remarks					
Your Name			Job Title		
Your Telephone Number			Date Completed	Time	

Procedures:

1. Remain calm 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 on the field (Maintenance & grounds) 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 9-1-1 from a 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 9-1-1 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 9-1-1 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. When positioned on top of the slide use the 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:

10. Announce your presence; speak out when entering the area where the impaired person is located.
11. Speak naturally and directly to the individual, and NOT through a third party. Do not shout.
12. Do not be afraid to use words like "see", "look", or "blind".
13. Offer assistance, but let the person explain what help is needed.
14. Describe the action you are about to take in advance.
15. 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.
16. When guiding the person to a seat, place the person's hand on the back of the chair.
17. If leading several individuals with visual impairments at the same time, ask them to hold each other's hands.
18. 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:

5. Do not pet, or offer the dog food without the permission of the owner.
6. 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.
7. Plan for the dog to be evacuated with the owner.
8. 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:

10. Flick the light switch on and off when entering a room to get the person's attention.
11. Establish eye contact with the person, even if an interpreter is present.
12. Face the light, do not cover, or turn you face away. Never chew gum as it may detract from the full pronunciation of words.
13. Use facial expressions and hand gestures as visual cues.
14. Check to see if you are being understood, and repeat if necessary.
15. 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.
16. Do not allow others to interrupt you while you are conveying the emergency information.
17. Be patient, the person may have difficulty comprehending the urgency of your message.
18. Assist, or direct the individual to a safe location.

Persons with Mobility Impairments:

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

Suggestion for Assisting Wheel Chair Users:

5. 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.
6. 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.
7. To assist in moving a wheel chair down stairs:
8. Stand behind the chair, grasping the pushing grips.
 - e. Tilt the chair backwards, until a balance is achieved.
 - f. 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.
 - g. If possible, have another person assist by holding the frame of the wheel chair, and pushing in from the front.
 - h. DO NOT lift the chair, as this action places more weight on the individual holding the grips.

Other Impairments:

4. 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.
5. 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.
6. 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 9-1-1 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 9-1-1 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 9-1-1 (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 EAP.
9. Before opening doors, check to see if the door or doorknob 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. Disabled employees must be evacuated as per the FEAP.
14. DO NOT RE-ENTER THE BUILDING FOR ANY REASON.
15. Do not congregate in fire lanes.
16. Go directly to the assembly point designated in the FEAP.
17. 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 EAP 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 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 _____ 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 9-1-1. **If you are unable to verbally communicate with 9-1-1, tap on the telephone receiver to alert the 9-1-1 operator that you are in danger.**
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 calls 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.

SAFETY HOTLINE

Purpose:

1. A fast means for employees to report unsafe acts or conditions in the workplace.
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

Definition:

In the event that hazardous materials are released into the atmosphere, the staff on duty 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. Lake Cahuilla Kiosk would be the Idealistic located in This facility.

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.
 - b. Primary action plan is to clear the area to the designated exit area.
 - c. Primary: Exit visible guests
 - d. Secondary: Secure any buildings that allow for safe entry, enter and proceed to clear
3. After area is clear and level of emergency is determined decide on whether or not to shut off the following:
 - a. PROPANE
 - 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 1-800-950-2444.
 - a. 9-1-1 if the wound needs immediate medical treatment.
6. Attempt to keep track of the animal.

SUSPICIOUS PACKAGES AND LETTERS

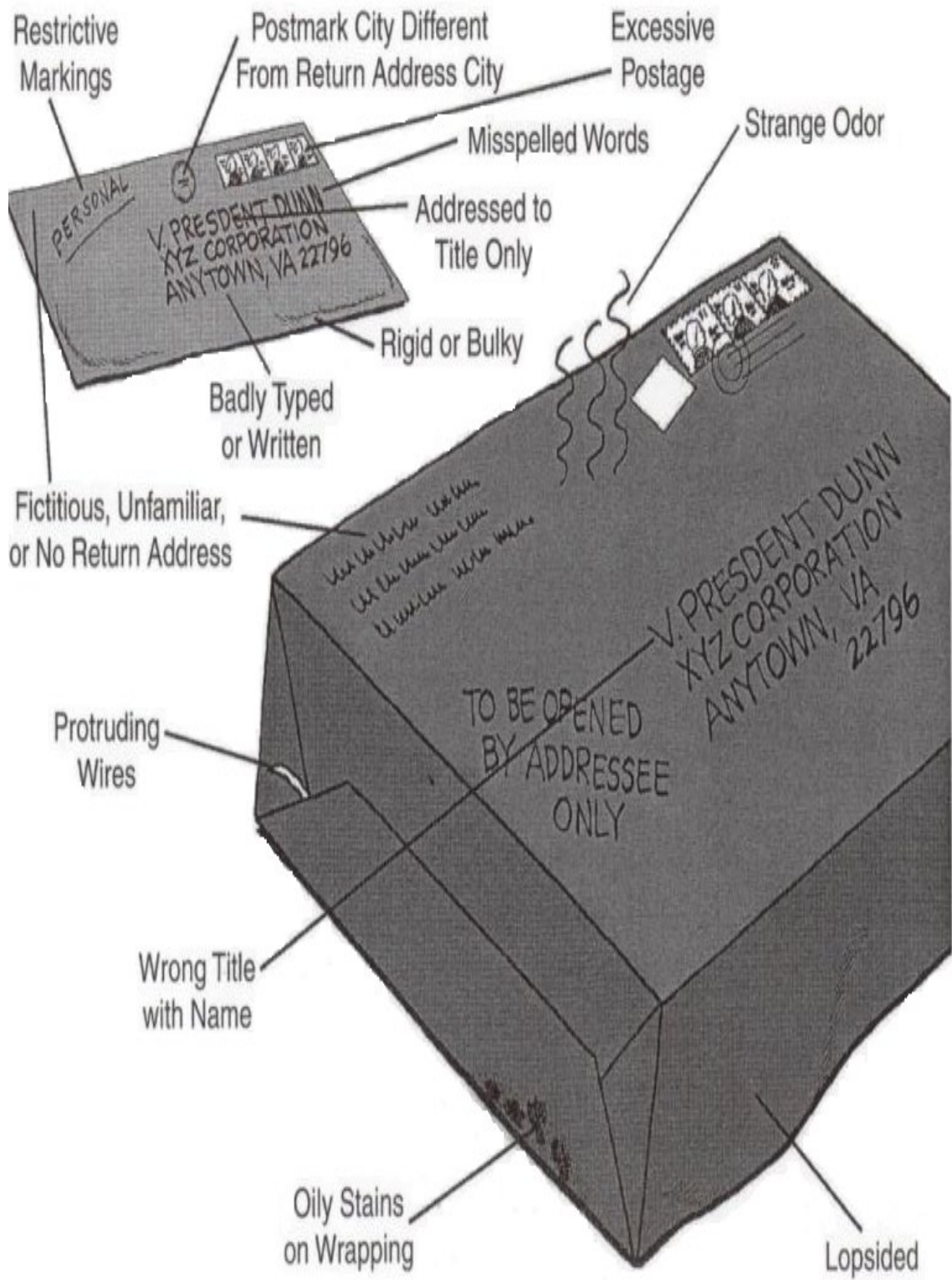
Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 9-1-1. 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: Front field.
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 9-1-1!

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 9-1-1 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 you can see it, flee it; if you can hear it, clear it."

In the event of an emergency during a thunderstorm, contact your Supervisor. If advised, contact 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: **Day Use 1 & 2 Restroom Storage Area.**
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 9-1-1 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 9-1-1 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-metoluamide), 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/>.

SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.

FACILITY EMERGENCY PLAN

FOR

**Rancho Jurupa Park
4800 Crestmore Rd
Jurupa Valley, CA 92509**

REVISED/REVIEWED: 3.31.23

Emergency Assembly Point:

The Emergency Assembly Plan Point (EAP) location can vary based on the type of emergency and location of emergency but generally the assembly point is the Pecan Shelter.

FACILITY EMERGENCY ACTION PLAN

INTRODUCTION

This is the Facility Emergency Action Plan for the **Rancho Jurupa Park**

The information in this Plan is to be used by the Site Coordinator 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 developed 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.

SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.

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 of 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.

Table of Contents

SECTION 1: Facility and Staff Information

1. IMPORTANT TELEPHONE NUMBERS & CONTACT INFORMATION

(UPDATED 3.31.23)

2. SAFETY COMMITTEE ROLES AND RESPONSIBILITIES

3. FACILITY DESCRIPTION AND MAPS (REVIEWED 11-1-22)

4. EMERGENCY ASSEMBLY POINT (EAP) (REVIEWED 5-24-22)

5. ROSTER (UPDATED 3.31.23)

6. OTHER HAZARDS

7. FACILITY ALARMS & UTILITY SHUT-OFFS (REVIEWED 5-24-22)

8. EMERGENCY NOTIFICATIONS - PARK BECOMES AN EVACUATION SITE

9. EMERGENCY EVACUATION PROCEDURES (REVIEWED 5-24-22)

SECTION 2: Standard Operation Procedures (may be location specific)

1. ACCIDENT/INJURY – EMPLOYEES

2. ACTIVE SHOOTER - EMPLOYEES AND CUSTOMERS (REVIEWED 2-10-22)

3. AFRICANIZED HONEY BEES (REVIEWED 5-24-22)

4. BOMB THREAT (REVIEWED 3-26-20)

5. CIVIL DISORDER (REVIEWED 3-26-20)

6. CHEMICAL SPILL/TOXIC EMISSIONS

- 7. EARTHQUAKES** (REVIEWED 8-13-20)
- 8. EVACUATION PROCEDURES (GENERAL)** (REVIEWED 5-24-22)
- 9. EVACUATION PROCEDURES FOR INDIVIDUALS W/ DISABILITIES**
- 10. EXTREME HEAT (HEAT ILLNESS)** (REVIEWED 5-24-22)
- 11. FIRE** (UPDATED 10-26-19)
- 12. FLASH FLOODS**
- 13. ELECTRICAL OUTAGE AND/OR PUBLIC SAFETY POWER SHUTOFF
(PSPS)** (UPDATED 10-26-19)
- 14. LOST/FOUND CHILD/VULNERABLE ADULT** (REVIEWED 2-22-23)
- 15. ROBBERY**
- 16. SHELTER-IN-PLACE**
- 17. STRAY ANIMALS**
- 18. SPECIAL EVENTS**
- 19. SUSPICIOUS PACKAGES**
- 20. TERRORIST INCIDENTS/HOSTAGE SITUATION**
- 21. THUNDERSTORMS AND LIGHTNING**
- 22. WEST NILE VIRUS**
- 23. FORMS/INCIDENT REPORTS - 10-26-19 THIS SECTION IS EMPTY**
- 24. SAFETY COMMITTEE COMMUNICATION**

SECTION 1

1. Important Telephone Numbers & Contact Information

Rancho Jurupa Park
4800 Crestmore Road
Jurupa Valley, Ca 92509
(951) 684-7032

Main Gate Code

First Contact: Jack Altevers – Park Ranger Supervisor

Second Contact: Shawn Huggard – Maintenance Supervisor

Third Contact: Dayna Whitaker – Area Manager

Fourth Contact: Administrative Staff (listed alphabetically below)

Administrative Contacts:

CONTACT	TITLE
Dustin McLain	Chief Parks and Res.
Robert Williams	Chief Business Ops
Kyla Brown	Parks Director

Resource List

A number of Rancho Jurupa Park employees are available to help maintain and promote a safe and helpful work environment. Please use the telephone numbers listed below when questions, comments, or concerns arise. Main Gate General Use Code is 1701.

In-House:

CONTACT	TITLE
Jack Altevers	Park Ranger Supervisor
Dayna Whitaker	Area Manager Western Parks
Jose AyapantecatI	Park Ranger I

Mike Van Daele	Park Ranger I
Albert Pacheco	Maint. Worker
Paul Sanderson	Maint Worker
Josh Knisbell	Maint Worker
Lally Ramirez	Park Attendant
Andy Mick	Park Attendant

CAMP HOST-STAFF	SITE #
Jenson Host	17
Nick Marron	68
Earlene Marron	68
Otis Murray	65
Vera Lundvall	242
Kristian Lundvall	242
Sandra Reichardt	18
Stephanie Wilson	253
Alexandra (Alex) Perez	64
Josh Hankerd	18
Colette Chavez	67
Madeline and Diego Garcia	258
Jennifer Melendez	250
Joy Cristler	66
Tammy Janzen	66
Celeste Schroaf	Shop Residence

General Emergency Numbers

Southern California Edison 1-800-990-7788

Water Company – Rubidoux Community Services District 951-791-7427

Telephone AT&T 1-888-791-7427

RCIT 951-955-9900

2. COMMITTEE ROLES AND RESPONSIBILITIES

<i>Safety Role</i>	<i>Name</i>		<i>Area of Responsibility</i>
Committee Manager	Jack Altevers		-Facility Manager
Area Monitor	Jose AyapantecatI		Safety Coordinator
Area Monitor			
Area Monitor			
Area Monitor			
Area Monitor Grounds	Dayna Whitaker		-“Emergency Notification”

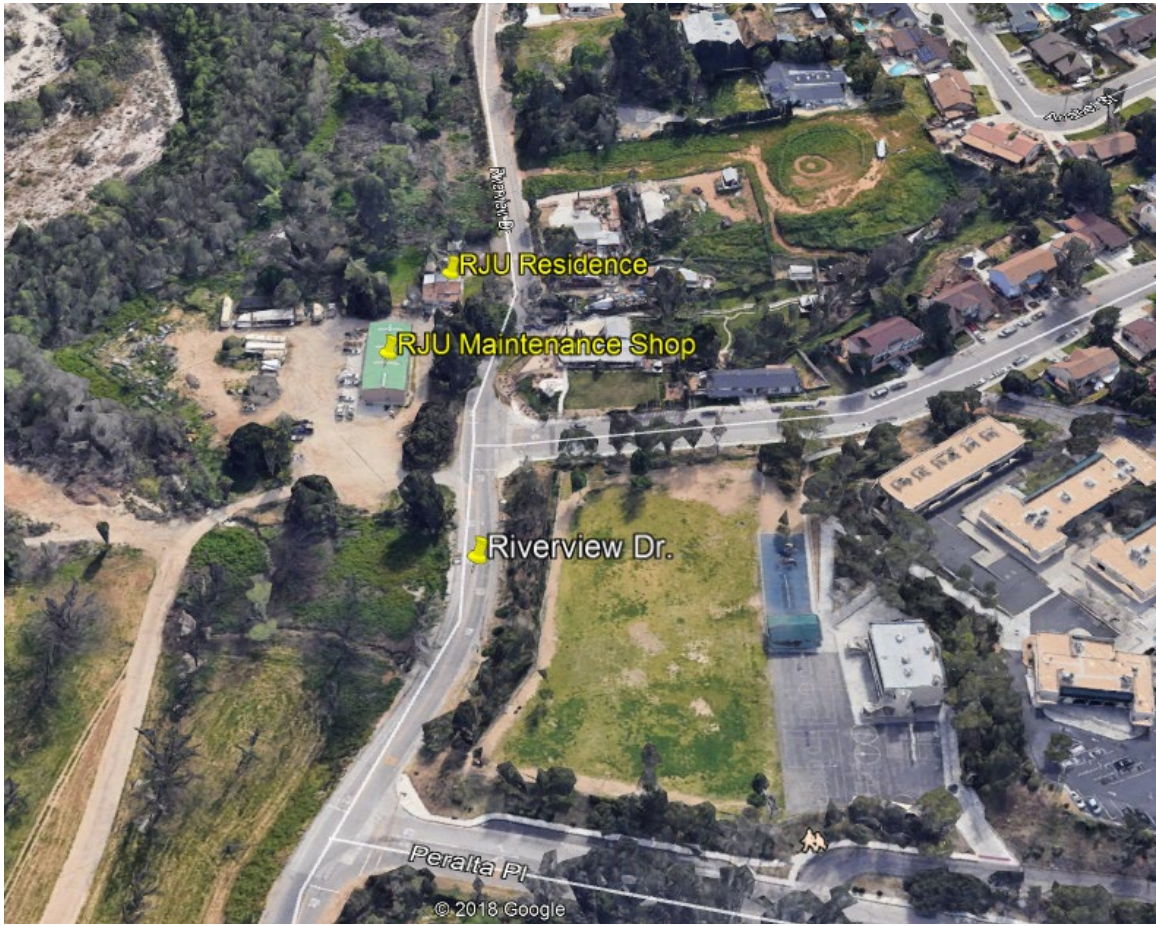
3. FACILITY DESCRIPTION AND MAPS

Rancho Jurupa Regional Park is a 200 acre facility that includes campgrounds, fishing lakes, playgrounds, a Splash Pad water play area and a small store. The park is accessed from Crestmore Road and includes the entry kiosk and the Gopher Hole Store (Labeled Kiosk). The grounds have 5 public restrooms. A small laundromat is attached to the Cottonwood Campground Restroom. The campground areas are: Cottonwood which has 60 camp sites and Lakeview which has 80 camp sites. The kiosk is used for the office of the Park Ranger Supervisor, office for the Park and some storage. The A.E.D. is located here. The store is located across the street from the kiosk. There are public restrooms located in this building.

Park Map and Locations:

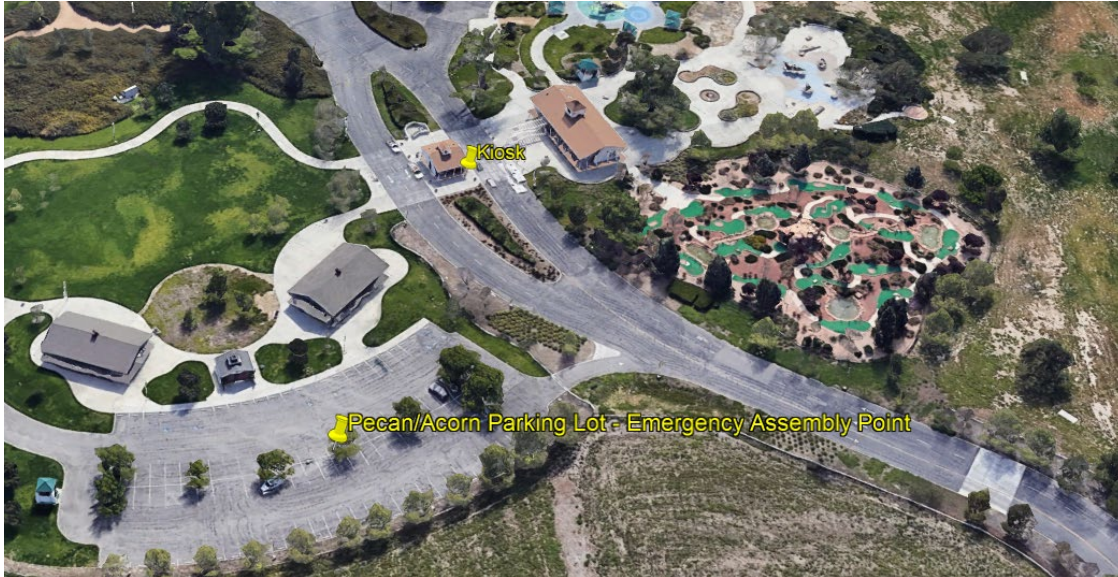


RJU Shop Map



4. EMERGENCY ASSEMBLY POINT

The Emergency Assembly Plan Point (EAPP) is located at the Pecan Shelter located at 4800 Crestmore Rd.. The nearest cross street is Crestmore Rd. and Riverview The nearest main intersection is Crestmore Rd. and Mission Inn Ave.



The Employee Roster should be determined by the work schedule posted and updated once a month; a printed version should be attached to the Emergency Evacuation Clipboards located in the designated areas with the appropriate area monitor.

ALARMS, ALARM IDENTIFICATION, AND RESPONSE

Kiosk Alarm – ADT/Protection One 800-642-2874

Shop Alarm – ADT/Protection One 800-642-2874

IT Room Alarm – ADT/Protection One 800-642-2874

UTILITY SHUT-OFFS

Electricity – At the old entrance to the park, near court worker parking

Water – In front of park on Crestmore Rd next to the entrance.

5. Roster

- Utilize the current schedule to be found posted at the kiosk.

6. Other Hazards

- As of 5-24-22 this section is empty and pending updates.

7. Facility Alarms & Utility Shut-Offs

7.1 Kiosk alarm is located just inside the back entrance on the right. Each staff has their own code. Alarm Code: 2112 Password: Willy

7.2 The RJU Shop alarm is located inside the kitchen to the immediate left by telephone. Alarm Code: 3699 Password: Bigfoot Gate at the shop uses same code (keypad is located on the backside of the sign with address on it to the right of the entrance).

7.3 Water shut off is located to the east of the entrance gate on Crestmore Rd.

7.4 Power shut off to the park is located in Day Use at Old Entrance Rd.



8. EMERGENCY NOTIFICATIONS

8.1 IMMEDIATE EMERGENCY NOTIFICATION (LIFE-THREATENING)

Life-Threatening Emergency Numbers:

9-1-1 – from a public telephone

9-1-1 – from a cell phone

Calling 9-1-1 (or any other emergency number) from the Rancho Jurupa Park 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?
 - b. Be sure and tell the dispatcher where you are located.
4. What is the emergency (fire, medical, hazardous material)?
 - a. How did it happen?
 - b. When did it happen?
 - c. 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.

8.2 EMERGENCY NOTIFICATION (NON LIFE-THREATENING)

Riverside County Sheriff's Department
Non-Emergency Number: 951-776-1099
Non-Emergency in Jurupa: 951-955-2600

8.3 EVACUEE ACCEPTANCE (site becomes an evacuation site due to a local fire or other emergency situation)

Activation:

- To be activated whenever a local emergency forces the need to have residents evacuate their places of residence.

- Activation of this procedure will be at the discretion of a member of the executive team.
- Per the instructions from the executive team sites that are available will be put on a hold.
 - A note shall be placed on the hold, 'Site on hold for evacuees of *(name of fire, emergency, or zip codes affected)*. Per *(name of the Park Ranger Supervisor of the park)*.
- Staff on site at the time of activation shall post a notice on the kiosk for after-hours access.
 - Sign should welcome evacuees to the park, list the sites available to the evacuees, and a map of the park with the sites or area of sites highlighted.
 - An email and/or text shall be sent to all hosts on site with the same information.
- If the park in question has a locking front gate said gate shall remain open for 24 hour access by evacuees. Shall remain open for the duration of the evacuation or until further instructions are received by management.
- Notify District Contact who activated the SOP that the sites are on hold and tell them which sites are on hold.

Guest Processing:

- Anyone coming from the affected area will be entered into Neptune as any other guest would be.
 - Change 'Usage Classification' to 'Free Night Camping' per the drop down menu.
 - Waive any applicable fees.
 - Make a note that the person was using the site due to evacuation.
 - No charge for dogs.
 - All appropriate camp rules shall apply.
- Fill out appropriate paperwork on clipboard at the kiosk to be used to process through FEMA if applicable at the end of the incident.

Reporting through the event:

- Opening staff to report which, if any, sites were occupied the previous night.
- Rangers and Ranger Supervisors are responsible for making sure kiosk paperwork is kept up to date throughout the event.

Conclusion of the Event:

- All paperwork will be compiled and submitted to Park Ranger Supervisor .
 - Park Ranger Supervisor to submit to Area Manager if instructed.
 - Files should be kept in a file entitled with the event name
- Email sent to District contact with any final numbers pertinent to the event.
- All sites that are on hold shall be taken off of hold.
- Anyone utilizing the sites have 24 hours to vacate the site or pay for additional nights.

- This may vary depending on severity and length of event. District Executive Team will communicate if the time frame for free usage will be extended.

9.0 PARK STAFF EMERGENCY EVACUATION PROCEDURES

1. In an evacuation, drive or walk to the Emergency Assembly Point (EAP)
 - a. The primary EAP is located at the Pecan Shelter. The secondary EAP is site 18 in the Lakeview Campground.
 - b. 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 that is out work.
 - a. Speak with any guests who may have concerns. Ask guests to return to their sites and park staff will be with them shortly and with further information/instructions.
 - c. DO NOT leave the EAP until instructed to by the Facility Manager, Assembly Point Leader, Area Monitors or Emergency Responders.

9.1 GUEST/CUSTOMER EVACUATION

1. Once staff have been checked in at the EAP they will be instructed on where to go and what to do to assist guests with evacuations and information dissemination

9.2 SHOP/YARD EVACUATION PROCEDURE

1. In an evacuation proceed to the Emergency Assembly Point (EAP).
 - a. The EAP will be located at the telephone pole near the main entrance to the yard.
 - b. 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 that is out work.
 - c. DO NOT leave the EAP until instructed to by the Facility Manager, Assembly Point Leader, Area Monitors or Emergency Responders.
 - d. Communicate with staff at the Park that everyone is accounted for and wait for further instructions.

9.3 EMERGENCY ANIMAL EVACUATION

Western Riverside County/City Animal Shelter

- **6851 Van Buren Blvd.**
- **Riverside, CA 92509**
- **(951) 358-7387 OR 1(888)636-7387**

SECTION 2

1 ACCIDENT/INJURY – EMPLOYEES

Procedures:

1. Administer immediate first aid as indicated using personal protective equipment (gloves, etc.).
2. Call 9-1-1 from a Rancho Jurupa Park 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)

2 ACTIVE SHOOTER

RUN HIDE/CALL 911 or RADIO DISPATCH FIGHT

An active shooter incident would involve an individual threatening to or actually shooting a firearm in or around the park. An active shooter is an armed person(s) whose action is immediately causing death or great bodily injury.

Because of the following factors, it is hard to reduce the risk of an active shooter: (1) the park does not have secure boundaries, as visitors can freely drive or walk into the camp from multiple points. (2) While the park is not remote, it is large with many different locations so it could take 10 minutes or more for law enforcement or emergency personnel to find you or subdue the suspect. Therefore, it is imperative that District staff be vigilant to identify risks and ensure all visitors/guests are in their appropriate spots.

During an emergency, staff should be familiar with the emergency action plan. Depending on the situation, staff will be alerted to the active shooter situation. Using District provided PSEC radios staff can communicate and establish the location of the shooter and radio 911 or dispatch. First, identify the general location of the threat. If safe Call 9-11 or Radio Dispatch. Be prepared to take immediate action, lock and barricade doors, and evacuate campers to a safe area by taking cover behind whatever may be around you such as trees, rocks, playgrounds, cabins, kiosks, and other buildings. You also need to be prepared to help those with special needs and/or physical challenges. This is different from other emergencies as we would not come together in one place until an "all clear" signal is heard. Remember that campers are likely to follow the lead of staff during an emergency. With campers, the biggest thing is for you to remain calm and in turn keep the guests calm. You should give guests clear and concise instructions as to what to do when such an event happens. In this instance, staff are responsible for their own safety first, and the safety of our guests second. You need to be prepared to help the greatest number of guests that you are able to help. This might mean you have to leave some guests to save others that are trapped or hurt until further resources arrive.

The following guidelines are based on studies of active shooter events by the FBI, Department of Homeland Security, and the U.S. Secret Service. The most important things to remember are: RUN, HIDE, FIGHT. For a violent situation like this, you actually do the opposite of other emergencies where you all gather in one place.

RUN away from the danger. Be out of the shooter's view. Do not return once you have made it to a safe place. Leave your belongings behind. Take your phone only if it's safe to do so.

HIDE in a safe area, out of the active shooter's view. Prevent individuals from entering an area where the active shooter may be, utilize the parks natural terrain and other out buildings to stay hidden. Indoors, stay in the building, locking or barricading doors, covering windows, and turning out the lights. Your hiding place should not trap you or restrict your options for movement. You should hide behind large items (i.e. cabinets, desks) and remain quiet. Call 911 when you are safe. Avoid calling others; only call 911. If you are a safe distance from the shooter, call or text the camp director to alert him your whereabouts. Then silence your phone and turn off any other source of noise (i.e. radios, televisions, etc.)

Outdoors, guide guests to seek shelter in any safe building nearby. If not practical to do so: run with group toward opposite/safe direction; spread out in small pockets; run between trees/objects. Upon arriving at safer location, remain there. You and your campers should remain concealed and quiet until called out by police or one of your camp leaders who you can positively identify by voice or other sign. Be prepared to remain at that location for hours. When police arrive, keep your hands visible to responding officers and follow their instructions.

Provide protection if shots are fired in your direction. Do not attempt to move wounded people but if someone with you is wounded, use your first aid training.

If running and hiding are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. Stay low to the ground, even lying flat on your belly if possible. If you cannot speak, leave the line open and allow the dispatcher to listen.

Get out if you can, hide out if you must, and as a last resort commit to taking out your attacker. If you find yourself in the unenviable position of not being able to escape from an active shooter, your best chance of survival is to **FIGHT** and actively engage your attacker in combat. Take the shooter out. Be resourceful, use whatever tools (i.e. weapons) that are at your disposal. Throw items and improvise weapons. Work as a team if possible. Use items such as chairs, brooms, lamps, heavy garbage cans, sticks, rocks, or loop your belt through a heavy item to swing. Yell. Maintain a low center of gravity. A confident mindset and a willingness to attack are your most valuable assets in this situation. **SPEED**, **SURPRISE** and **AGGRESSIVE ACTION** are your best chance to combat an active shooter.

ALL CLEAR

When the incident is over you will be notified by police or camp staff through direct contact. Listen and follow all the directions given. This might mean coming out with your hands visible, or above your head. Do not come out of hiding just because the siren turns off. Do not come out of hiding just because you haven't heard anything in a while. If it is necessary to evacuate camp, you will be told how to do so. Assist other staff with the headcount process and continue to reassure your campers. At this point, put our campers and guests ahead of your own needs. We will assist you with personal counseling as soon as possible, should you need it.

MEDIA

If an active shooter event happens at camp, our normal media procedures will be put into play. First Contact Chief of Parks and Resources and Public Information Officer. For the safety of you, our other staff, and guests, please do not post anything on social media about the incident. This may make it more difficult for law enforcement and the District to manage the situation.

3 AFRICANIZED HONEYBEES

Africanized Honeybee 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 attack any threat within 100 feet.
- Bees may pursue you up to a quarter of a 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

4 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

Procedures:

1. Remain calm 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

5 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 Rancho Jurupa Park of the situation.
2. Contact Supervisors and/or Area Manager.
3. Direct other people out of the area or attempt to restrict access to the building by locking doors.
4. Close all windows.
5. Close window coverings to prevent flying glass.
6. If you are in a vehicle, remain inside.

If evacuation is necessary follow directions from the Riverside County Sheriff's Department.

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

6 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 9-1-1 from a 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 9-1-1 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.

7 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 District property damage to your site.
2. Assess Guest health by speaking to all guests.
3. Administer first aid if needed.
4. Replace telephone handsets, which may have fallen off the hook.
5. Call 9-1-1 for emergency personnel, if needed.
6. Evacuate the building (if needed) per general and specific procedures in this FEAP.
7. Return to your site only after being notified by emergency personnel that it is safe to return.
8. Maintain control of any visitors and children to reduce fear.
9. After the emergency is over, the area needs to be inspected for safety.
10. Notify Supervisor of facility/guest/employee status.

11. 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.

8 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. Proceed to the designated Emergency Assembly Point and report to your Assembly Point Leader.
6. 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.

FOR GUEST AND CUSTOMER EVACUATION PLEASE SEE SECTION 1.9 FOR SPECIFIC INSTRUCTIONS AND PROCEDURES.

9 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.

10 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 9-1-1 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 9-1-1 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.

11 FIRE

Anyone who discovers a fire should follow these guidelines:

- 1) If you see a fire that is not in a District approved fire ring or BBQ, you should ask guest to put it out or put it out using dirt, water, or a fire extinguisher (located in all District vehicles.)
- 2) If the fire is too large for a fire extinguisher, call 9-1-1 and state your name and the exact location of the fire.
 - a) Give the park address, nearest cross street, and the specific location within the park where the fire is located.
 - b) Notify the kiosk so they can direct arriving EMS when they arrive.
 - c) Notify the Park Ranger Supervisor and/or Park Ranger.
 - i) They will notify up the chain of command from there.
- 3) If the fire in the park is not contained to a dumpster and could possibly spread in the park keep guests informed. Duty Ranger or other designated staff will be the contact between EMS and staff regarding the need to evacuate.
 - a) Utilize all staff/volunteers/hosts to inform guests.
- 4) Should an evacuation be needed follow the evacuation procedures found in Section 1.9.

12. 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 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.

13. ELECTRICAL OUTAGE AND/OR PUBLIC SAFETY POWER SHUTOFF (PSPS)

Definition: During a red flag warning issued by the National Weather Service where there is a high fire danger Southern California Edison (SCE) may issue a Public Safety Power Shutoff (PSPS). This means a circuit maintained outside of the park by SCE would be turned off to mitigate the possibility of electrical lines causing a catastrophic brush fire. The power would likely be out for an extended undetermined amount of time and would not be turned back on until the wind event causing the red flag warning stopped, relative humidity came back up to at least double digits, and all power lines affected by the shutdown had been inspected.

Procedure:

The following steps **must** be taken in the event of a PSPS occurrence.

Field:

- All Restrooms in the park must be closed down and locked to avoid any sewage being processed.
- If the PSPS occurs when the gates are in their closed position the gates must be open manually.
- All campers need to be notified by staff.
 - o Give them what information we know at the time.
 - o Have them unhook their sewer lines
- Shut off power to the lake fill pump

Kiosk:

- Pull out the generators located in the storage room behind the kiosk.
- Follow the procedures to operate the generators.
 - o One generator will be located at the kiosk and the second will be utilized at the IT room.
 - o If the internet is working proceed with normal check-ins and day use.
 - Print out a copy of the due arrivals for the day in case generators go down.
 - o If there is no internet there will be no drop-in guests allowed for the remainder of the PSPS event.
 - o Day Use guests can still be processed using field receipts but they need to be notified of the closed facilities when they arrive.
- If possible notify management.

When the PSPS event is over the following steps must be taken;

Field:

- Check all lift stations pumps to ensure they are operational.
 - o If they are notify all campers that it is ok to plug in their sewer lines.
 - o If they are, open all restrooms.
- Turn on the lake fill pump if needed.
- Check the main gate to make sure it is operational.

Kiosk:

- Unplug any equipment that is utilizing the generators.
- Follow the generator instructions for shut down.
- If Internet is operational:
 - o Check in any guests who arrived during the PSPS event.
 - o Process all field receipts through Neptune and close out those as their own batch.
- Notify management that power is back on and the current status of the park.

14 Lost/Found Child/Vulnerable Adult

Purpose:

- a. The purpose of this procedure is to aid park staff in handling incidents that involve missing/found children and vulnerable adults (VA). The loss of a child or vulnerable person should be classed as a priority, exceeded only by imminent threat to life.

Procedures:

(Lost Child/VA):

2. When a child or vulnerable adult (VA) is reported missing the following procedure should apply:
 - a. The individual who is initially contacts whatever their position with the park is to remain with parent or caregiver (if present) and record the following information:
 - b. Name and contact details of person reporting the child/VA missing and their relationship to the child / vulnerable adult
 - c. Name of child / vulnerable adult
 - d. Age (or date of birth)
 - e. Physical description (sex, ethnicity, height, appearance, build, hair, clothing, distinguishing features)
 - f. Location last seen
 - g. Time last seen
 - h. Any other significant information.
 - i. The staff (if not a Ranger) should contact the on-site supervisor if present and/or a Ranger. If none of these are present at the time of notice then the initial contact will take lead on any search.
3. Rangers will coordinate the passing on of information obtained from the initial contact and organize a search of the party utilizing all available staff.
4. Search to include pre-identified areas such as playgrounds, campgrounds (to include restrooms), day use (to include restrooms), Gopher Hole, Pecan/Acorn Restroom, Picnic Lakes area, Front Lake, Cabin Area, Mini-Golf, Splash Pad.
5. Rangers will notify the kiosk if the incident did not originate at the kiosk.
 - Staff should remain with the person reporting so that they are not distressed and are available to identify possible sightings of the child/missing person.
6. Should the lost child/VA not be found after an extensive search of the area listed above then a call needs to be made to Riverside County Sheriff.
 - a. If Supervisor is not present attempt to contact again in the following order.
 - Park Ranger Supervisor
 - Area Manager
 - Bureau Chief
7. Once Deputies arrive, they will take charge of the situation but staff should remain ready and nearby as they will need our assistance should the search continue outside of the park and into the surrounding wilderness areas.

(After Reunion of Lost Child/VA and Guardian):

1. When the child/vulnerable person is reunited with parent/caregiver, Rangers or Lead Staff should notify all staff involved in the search via phone call or text. Kiosk should be notified next and then whatever Supervisor was communicated with during the establishment of the incident.
 - a. Enquiries must be made to establish where the child/vulnerable person has been and whether there is any further cause for concern/police intervention or any welfare needs.
 - b. When the identity of the found child/vulnerable person has been confirmed, event staff to be notified and normal duties resumed

(Found Child/VA):

1. Staff to remain with the child/vulnerable adult at the location they are found for 5 minutes and notify the Rangers immediately for assistance.
2. 1:1 contact with the child/vulnerable adult should be minimized as much as possible. (physical contact with the child/vulnerable person should be avoided where possible)
3. Attempt to get the following information as best as Found child/VA can relay.
 - a. Name of child / vulnerable person
 - b. Who they're here with (mother, father, uncle, etc)
 - c. Name of the people they're with.
 - d. Age (or date of birth)
 - e. Location they last saw guardian
 - f. Time they last saw their guardian
 - g. Any other significant information.
 - h. The staff (if not a Ranger) should contact the on-site supervisor if present and/or a Ranger. If none of these are present at the time of notice then the initial contact will take lead on any search.
4. After 5 minutes child/VA should be taken to the Kiosk which will become the point of contact for the duration of the incident.
5. Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/VA recognizes the adult/caregiver.
6. Prior to discharging the child/VA, ensure the parent/caregiver is fit (for example that they are not intoxicated, emotionally distressed, angry) - Police intervention may be necessary if the parent/caregiver is unfit to care for the child/vulnerable person.
7. When the child/vulnerable person is reunited with parent/caregiver, Ranger should communicate with any staff involved in search via phone, radio, and/or text.

After Incident:

Rangers and Lead Staff on the incident will work together to write up an incident report and ensure any supervisors who were contacted during the incident have been notified that the incident has concluded and how it was concluded.

15 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 Rancho Jurupa Park 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 9-1-1. **If you are unable to verbally communicate with 9-1-1, tap on the telephone receiver to alert the 9-1-1 operator that you are in danger.**
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 calls 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 911 operator.
5. Get medical attention for anyone injured.
6. Close the area off. Do not touch anything.
7. Contact your Supervisor.
8. Fill out an incident report.

16 SHELTER-IN-PLACE

Definition:

In the event that hazardous materials are released into the atmosphere, Rancho Jurupa Park 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. The interior storage area would be the primary Emergency Assembly Point located in Gopher Hole Store.

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.

17 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.
5. In the event of an animal bite call animal control at 1-888-636-7387.
 - a. Note any strange behavior or appearances of the animal.
 - b. Call 9-1-1 if the wound needs immediate medical treatment.
6. Attempt to locate the owner of the animal if possible.
7. Attempt to keep track of the animal until Animal Control Officers arrive.
8. Notify supervisor of incident and complete an Incident Report form
 - a. If individual bit is a county employee do NOT fill out an Incident Form but rather complete all worker's comp paperwork that applies.

18 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.
 - b. Primary action plan is to clear the area to the designated exit area.
 - c. Primary: Exit visible guests
 - d. Secondary: Secure any buildings that allow for safe entry, enter and proceed to clear
3. After area is clear and level of emergency is determined decide on whether or not to shut off the following:
 - a. PROPANE
 - b. ELECTRIC
 - c. WATER

19 SUSPICIOUS PACKAGES AND LETTERS

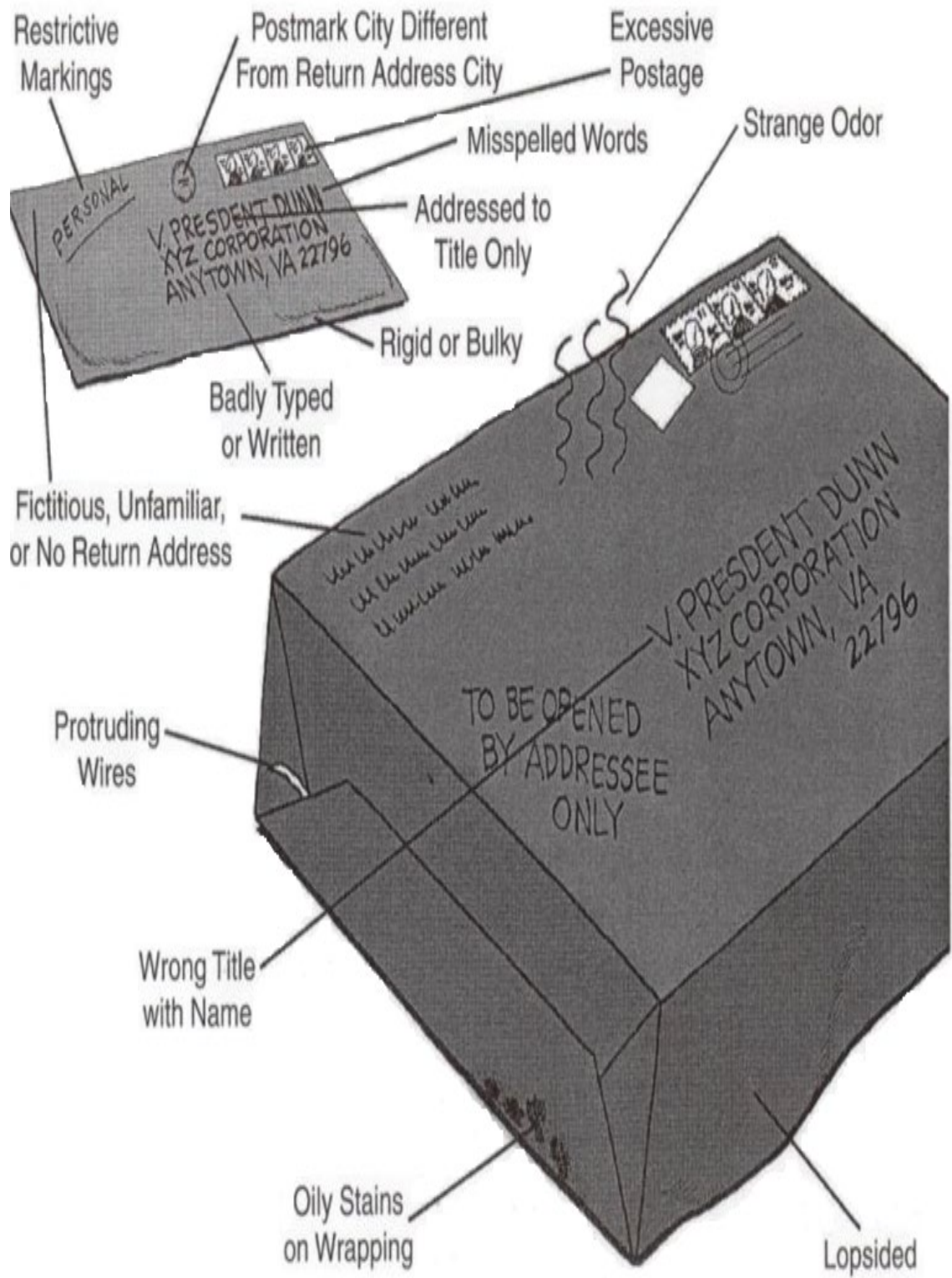
Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 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: Front field.
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 9-1-1!

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.



20 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 9-1-1 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.

21 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 you can see it, flee it; if you can hear it, clear it."

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

22 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/>.

23 FORMS/INCIDENT REPORTS

- As of 10-26-19 this section is empty.

24 SAFETY COMMITTEE COMMUNICATION

The Safety Committee shall communicate updates to the EAP's as changes are made.