

# EMERGENCY ACTION PLAN

Employing Office:

## **JOB OPTIONS, INC.**

Corporate Address:  
3465 Camino del Rio South  
Suite #300  
San Diego, CA 92108

Location:

---

Air & Marine CBP (SSF)

---

Prepared By:

Margaret-Ann P. Pena  
Signature

July 19, 2016  
Date

## **PURPOSE**

This plan is for the safety and well-being of the employees of Job Options, Inc. (JOI), working at **Air & Marine CBP (SSF)** located in, San Diego, California. It identifies necessary management and employee actions during fires and other emergencies. Education and training has been provided so that all employees know and understand the Emergency Action Plan.

## **LOCATION OF PLAN**

Each employee at this worksite has been provided with a copy of this plan. A copy can be found in the JOI Project Manager's office. A copy is also maintained at the JOI Corporate Office. Upon request, an OSHA representative may obtain a copy of the plan from:

<b>Gladis Jarquin</b> , Safety Officer, Job Options, Inc.	(619) 688-1784, ext. 19
Name and Title	Phone Number

## **EMERGENCY POLICY**

It is the policy of this worksite that all employees should evacuate the premises in case of emergency. However, designated employees (refer to Training: Fire Extinguisher Training section below) are authorized to use portable fire extinguishers to fight small fires only if conditions permit as indicated below. All other employees must evacuate the workplace immediately in case of fire or other emergency.

### **If there is a fire in your work area:**

#### When fire is discovered:

- Activate the nearest fire alarm;
- Notify the local Fire Department by calling **911**.

#### Fight the fire ONLY if:

- The Fire Department has been notified;
- You are a designated employee trained on the use of portable fire extinguishers and the fire is small and is not spreading to other areas;
- Escaping the area is possible by backing up to the nearest exit;
- The fire extinguisher is in working condition.

#### Upon being notified about the fire emergency, employees must:

- Leave the building using the designated evacuation procedures and exit routes.
- On your way out, warn others nearby. Assist individuals with disabilities as needed.
- Check doors for heat before opening. Do not open the door if it is hot.

## **EVACUATION PROCEDURES & EXIT ROUTES**

- Exit routes have been established throughout the facility where necessary and employees have been instructed accordingly.
- All exits will remain unobstructed during working hours.
- As soon as an emergency alarm is heard, all employees are required to stop what they are doing and leave the building immediately.

### **When evacuating the building or work area:**

- Stay calm; do not panic. Move quickly, but don't run. Do not push or crowd.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).
- Do not use elevators.
- Use handrails in stairwells.
- Keep noise to a minimum so that you can hear emergency instructions.
- Follow directions given by Supervisor or Emergency Evacuation Coordinator.
- Immediately go to designated rally point for roll call to be taken and remain there until further instructions are given by the Supervisor or Emergency Evacuation Coordinator.
- Do not re-enter the building or work area until you have been instructed to do so by the Emergency Evacuation Coordinator or emergency responders.

## **CRITICAL PLANT OPERATIONS**

OSHA requires employers to establish procedures for personnel who remain behind for critical plant operations. There are no critical plant operations at this worksite that would require any JOI personnel to remain behind to shut down. Therefore, all JOI personnel are required to evacuate the premises when necessary.

## **ACCOUNTING FOR EMPLOYEES**

After exiting the facility, all JOI employees are to assemble for roll call at this *specific* location:

Per Building Manager or POC (Point of Contact) – front entrance of building

*(Indicate Location)*

All employees must report to the designated rally point for roll call immediately following an evacuation. Each Supervisor is responsible for accounting for all assigned employees, personally or through a designee, by conducting a head count. Each employee must be accounted for by name. All Supervisors are required to report their head count (by name) to the Project Manager or designated Emergency Evacuation Coordinator.

Each employee is responsible for reporting to his or her Supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Project Manager or designated Emergency Evacuation Coordinator.

The following employees, in descending order as listed, are responsible for taking roll call, ensuring that all employees comply with this requirement and reporting to outside emergency personnel the last known location of any missing employees:

---

Alicia Lopez - Supervisor

*Name and Title of* **DESIGNATED EVACUATION COORDINATOR**

---

Thomas Sanchez - Project Manager

*Name and Title*

---

*Name and Title*

---

*Name and Title*

---

*Name and Title*

## **RESCUE & MEDICAL DUTIES**

The following personnel are certified and trained in both CPR and general first aid. These persons are available to assist until outside emergency personnel reach the scene:

---

Medical First Responders Team – CBP (MFRT)

*Name and Title*

---

*Name and Title*

---

*Name and Title*

---

*Name and Title*

## **REPORTING EMERGENCIES**

An employee, upon discovering an emergency situation, shall immediately notify supervisory or management personnel. The following personnel have the duty of contacting public responders to come to the emergency scene (refer to Emergency Numbers below). The personnel are listed in descending order of availability:

---

Alicia Lopez, Supervisor

*Name and Title*

---

Thomas Sanchez, Project Manager

*Name and Title*

---

*Name and Title*

---

*Name and Title*

---

*Name and Title*

## **Emergency Notification Procedures:**

Designated employees authorized to report emergencies will call from a safe location and do the following:

- Stay calm.
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (Fire, medical, hazardous material, etc.)
  - Is anyone hurt and in need of medical attention?
  - How did it happen?
  - When did it happen?
  - Who are you? (your name, employer & position)

## **EMERGENCY NUMBERS**

*These numbers shall be prominently posted near each telephone:*

<b>TYPE OF EMERGENCY</b>	<b>CONTACT</b>	<b>PHONE NUMBER</b>
<b>FIRE:</b>	<b>WATCH COMMANDER – OPERATIONS</b>	<b>WITHIN BLDG</b>
<b>BOMB THREAT:</b>	<b>WATCH COMMANDER – OPERATIONS</b>	<b>WITHIN BLDG</b>
<b>MEDICAL:</b>	<b>WATCH COMMANDER – OPERATIONS</b>	<b>WITHIN BLDG</b>
<b>OTHER (INDICATE, IF APPLICABLE):</b>	<b>MEDCOR (TRIAGE)</b>	<b>800-775-5866</b>

## **ALARM SYSTEMS & NOTIFICATION OF EMERGENCIES**

This building has the following alarm systems. When these alarms sound, all employees must leave the building following evacuation procedures (see Evacuation Procedures & Exit Routes section above).

---

### **Fire Alarms, Elevator Alarms & PA System**

---

---

## **TRAINING**

Before implementing the Emergency Action Plan, JOI has identified and trained sufficient personnel to assist in the safe and orderly evacuation of employees. The following people have been specially trained to do so:

**EMPLOYEE ACCOUNTABILITY TRAINING:**

Alicia Lopez - Supervisor

Name and Title of **DESIGNATED EVACUATION COORDINATOR**

Thomas Sanchez - Project Manager

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

**First Aid/CPR Training:**

Medical First Responders Team – CBP (MFRT)

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

**Emergency Reporting Training:**

Alicia Lopez, Supervisor

*Name and Title*

Thomas Sanchez, Project Manager

*Name and Title*

*Name and Title*

*Name and Title*

**Fire Extinguisher Training:**

N/A: Conducted by facilities occupants

*Name and Title*

*Name and Title*

*Name and Title*

*Name and Title*

On each employee's initial assignment, JOI will review those parts of the Plan that the employee needs to know in an emergency. A record of this training will be kept in the JOI Corporate Office. Job Options will review the Plan with each employee whenever the Plan is first developed; the employee's responsibilities or actions change; or the Plan is changed.

**FURTHER INFORMATION**

Any comments, questions, or suggestions for improvement of this Plan should be directed to the following individuals:

**Gladis Jarquin**, Safety Officer, Job Options, Inc.

Name and Title

(619) 688-1784, ext. 19

Phone Number