



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

EMERGENCY ACTION PLAN

2023



WORKSITE: OTM SENTRI

9725 Via de la Amistad
San Diego, CA 92154

Laura Zapata
Project Manager

JUNE 2023
Date

PURPOSE

This plan is for the safety and well-being of the employees of Job Options, Inc. (JOI), working at **OTM SENTRI** located in San Diego, California. This document 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. Also, a copy can be found in the following locations:

1. JOI's Project Manager's Office – See Safety Binder
2. JOI's Corporate Office – See Safety Department
3. JOI's safety intranet – safety.jobop.org

Upon request, an OSHA representative may obtain a copy of the plan from:

Gladis Jarquin
Safety Officer
Job Options, Inc.
(619) 688-1784 ext. 19

EMERGENCY POLICY

It is the policy of this worksite that all employees should evacuate the premises in case of emergency. However, designated employees are authorized to use portable fire extinguishers to fight small fires **only if conditions permit** as indicated below (refer to Training: Fire Extinguisher Training section below). All other employees must evacuate the workplace immediately in the event of a 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.
- Employees will proceed to the designated meeting location and report to the supervisor responsible for conducting a headcount.

When evacuating the building or work area:

- Remain calm; do not panic. Move quickly but don't run. Don't push or crowd.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).
- Do not use elevators.
- Use handrails and stairwells.
- Keep noise to a minimum so that you can hear emergency instructions.
- Follow directions given by a Supervisor or the Emergency Evacuation Coordinator.
- Immediately go to the designated rally point for roll call to be taken and remain there until further instructions are given by a Supervisor or the 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 employees to remain behind to shut down. Therefore, **all** JOI personnel are required to evacuate the premises when necessary.

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 order of availability.

<p>1 <u>Steve Cerritos, SENTRI Branch Chief</u> Name & Title</p>	<p>4 <u>Matthew Villalobos, Evening Shift CBP Sup.</u> Name & Title</p>
<p>2 <u>Janet Rodriguez, Day Shift CBP Supervisor</u> Name & Title</p>	<p>5 _____ Name & Title</p>
<p>3 _____ Name & Title</p>	<p>6 _____ Name & Title</p>

EMERGENCY NOTIFICATION PROCEDURES

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

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

EMERGENCY NUMBERS

Type of Emergency:	Contact	Phone Number
Fire	911	
Bomb Threat	911	
Medical	911	
Other (indicate if applicable)	Watch Commander	(619) 671-8988

ALARM SYSTEMS & NOTIFICATION

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 above).

A loud beeping noise will sound.

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 for such events.

Employee Accountability Training:

1 Laura Zapata, Project Manager

Name & Title

2 Cynthia Deanda, Day Shift Supervisor

Name & Title

3 Rosamaria Santana, Evening Shift Supervisor

Name & Title

4 Sonia E. Martin, Day Shift Lead

Name & Title

5 Daniela Santana, Mid Shift Lead

Name & Title

6 Veronica Cardenas Garcia, Evening Shift Lead

Name & Title

First Aid/CPR Training:

1 DHS/CBP First Responders

Name & Title

2
Name & Title

3
Name & Title

4
Name & Title

5
Name & Title

6
Name & Title

7
Name & Title

8
Name & Title

Emergency Reporting Training:

1 Steve Cerritos, SENTRI Branch Chief

Name & Title

2 Janet Rodriguez, Day Shift CBP Supervisor

Name & Title

3 Matthew Villalobos, Evening Shift CBP Supervisor

Name & Title

4

Name & Title

5

Name & Title

6

Name & Title

Fire Extinguisher Training:

1 DHS/CBP First Responders

Name & Title

2 Laura Zapata, Project Manager

Name & Title

3 Cynthia Deanda, Day Shift Supervisor

Name & Title

4 Rosamaria Santana, Evening Shift Supervisor

Name & Title

5 Sonia E. Martin, Day Shift Lead

Name & Title

6 Daniela Santana, Mid Shift Lead

Name & 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, Inc. 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.
(619) 917-1360 (cell)

Leora Taira
Safety Administrator
Job Options, Inc.
(619) 535-8810 (cell)