



**Corporate Address:**

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

A large orange hexagonal graphic with a white border and a dark blue inner border. Inside the hexagon, the words "EMERGENCY ACTION PLAN" are written in bold, dark grey, sans-serif capital letters. A purple arrow points to the right from the right side of the hexagon.

**EMERGENCY  
ACTION  
PLAN**



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**WORKSITE: SAN DIEGO COMMISSARY**

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San Diego, CA

Asst. Division Manager: **Greg Bisbee**

Date: **October 2023**

## PURPOSE

This plan is for the safety and well-being of the employees of Job Options, Inc. (JOI), working at **SAN DIEGO COMMISSARY** located in San Diego, CA. This Emergency Action Plan is to help prepare employees for dealing with emergency situations. It is designed to minimize injury and loss of life and identifies necessary management and employee actions during emergencies reasonably expected to occur at the site. Education and training has been provided so that all employees know and understand the Emergency Action Plan.

## LOCATION OF PLAN

A copy of this Plan 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](http://safety.jobop.org)

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

**Gladis Jarquin**, Safety Officer  
Job Options, Inc.  
(619) 917-1360

## 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.
- Assemble in the designated area listed in the Evacuation Procedures & Exit Routes Section below.

## 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 evacuation assembly area 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.

## ACCOUNTING FOR EMPLOYEES

After exiting the facility, all JOI employees are to proceed directly to the emergency evacuation assembly area below and to report to a supervisor so an accurate head count can be made.

### ASSEMBLY AREA: IN FRONT OF THE STORE AT THE D1 PARKING LOT MARKER

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 headcount (by name) to the Project Manager or designated Emergency Evacuation Coordinator.

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

1 Greg Bisbee, Asst. Division Manager

**Name & Title**

4 Monika Kellar, Supervisor

**Name & Title**

2 Janet Henderson, Asst. Project Manager

**Name & Title**

5 George Waller, Supervisor

**Name & Title**

3 Art White, Asst. Project Manager

**Name & Title**

6 \_\_\_\_\_

**Name & Title**

## RESCUE AND 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.

1 Greg Bisbee, Asst. Division Manager

**Name & Title**

4 Monika Kellar, Supervisor

**Name & Title**

2 Janet Henderson, Asst. Project Manager

**Name & Title**

5 George Waller, Supervisor

**Name & Title**

3 Art White, Asst. Project Manager

**Name & Title**

6 \_\_\_\_\_

**Name & Title**

## REPORTING EMERGENCIES

An employee, upon discovering an emergency situation, shall immediately notify supervisory or management personnel. The following emergencies are to be reported to the area supervisor:

- Fire
- Natural Disaster (tornado, flood, earthquake)
- Medical
- Workplace Violence
- Hazardous Material Spill
- Off Site Injury or Vehicle Accident
- Other Emergencies as applicable

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.

1 Greg Bisbee, Asst. Division Manager  
**Name & Title**

2 Janet Henderson, Asst. Project Manager  
**Name & Title**

3 Art White, Asst. Project Manager  
**Name & Title**

4 Monika Kellar, Supervisor  
**Name & Title**

5 George Waller, Supervisor  
**Name & Title**

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**Name & Title**

## 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
<b>Fire</b>	Fire Department	911
<b>Bomb Threat</b>	Military Police	911
<b>Medical</b>	Emergency Department	911
<b>Other (indicate if applicable)</b>	MEDCORE (TRIAGE)	(800) 775-5866

## 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).

### LOUD BEEPING NOISE AND RED FLASHING LIGHTS

## 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 Greg Bisbee, Asst. Division Manager  
**Name & Title**

2 Janet Henderson, Asst. Project Manager  
**Name & Title**

3 Art White, Asst. Project Manager  
**Name & Title**

4 Monika Kellar, Supervisor  
**Name & Title**

5 George Waller, Supervisor  
**Name & Title**

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**Name & Title**

**First Aid/CPR Training:**

1 Greg Bisbee, Asst. Division Manager  
**Name & Title**

2 Janet Henderson, Asst. Project Manager  
**Name & Title**

3 Art White, Asst. Project Manager  
**Name & Title**

4 Monika Kellar, Supervisor  
**Name & Title**

5 George Waller, Supervisor  
**Name & Title**

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**Name & Title**

**Emergency Reporting Training:**

1 Greg Bisbee, Asst. Division Manager  
**Name & Title**

2 Janet Henderson, Asst. Project Manager  
**Name & Title**

3 Art White, Asst. Project Manager  
**Name & Title**

4 Monika Kellar, Supervisor  
**Name & Title**

5 George Waller, Supervisor  
**Name & Title**

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**Name & Title**

**Fire Extinguisher Training:**

1 Greg Bisbee, Asst. Division Manager  
**Name & Title**

2 Janet Henderson, Asst. Project Manager  
**Name & Title**

3 Art White, Asst. Project Manager  
**Name & Title**

4 Monika Kellar, Supervisor  
**Name & Title**

5 George Waller, Supervisor  
**Name & Title**

6 \_\_\_\_\_  
**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)