

City of Santa Monica Office of Emergency Management Emergency Business Plan



EMERGENCY PLAN

- An Emergency Plan is a set of actions intended to reduce the threat from emergencies that may affect a facility
- A comprehensive plan reduces the threat emergencies through prevention, early detection, notification, effective evacuation, control and mitigation, and recovery operations

BUILDING EMERGENCY TEAM

- There must be an individual or group in charge
- Size will depend on the facility's operations, requirements, and resources
- Building Emergency Team
- Building Coordinator
- Section Leader
- Floor Leader

PLANNING PROCESS

- Establishing a Building Emergency Team
- Analyzing capabilities and hazards
- Creating an Emergency Plan
- Considerations for Specific types of Emergencies
- Implementing the Plan
- Exercise and Update

ANALYZING CAPABILITIES

Review internal plans and policies

1. Evacuation plan
2. Fire protection plan
3. Safety and health program
4. Security procedures
5. Employee manuals- CAL OSHA
6. Risk Management plan
7. Mutual aid agreements
8. Training

ANALYZING HAZARDS

- Inspection of workplace
 1. Chemicals stored on site
 2. Blocked hallways
 3. Blocked Stairways
 4. Misuse of extension cords and electrical outlets
 5. Exposed wiring or frayed cords
 6. Evidence storage
 7. Custodial supplies- combustibles
 8. Fire doors propped open
 9. Ammunition- Firearms
 10. Dispatchers- access
 11. Prisoners

CREATING A PLAN

- Provides operational guidelines in a number of key areas
 1. Purpose and Objectives
 2. Emergency Response Team
 3. Responsibilities
 4. Levels of Disaster/ Emergencies
 5. Notification Procedures
 6. Site/ Area Evacuations/ Shelter
 7. Media Relations
 8. Plan Administration

BUILDING EMERGENCY TEAM

- Provide responsible personnel to assist in the management and control of movement of employees during an evacuation
- Provide sufficient alternate personnel to ensure that there is no lapse in coverage

BUILDING EMERGENCY TEAM

Responsibilities:

- Implement emergency procedures contained in plan as directed by Safety Officials
- Safely direct emergency evacuation efforts and other emergency response procedures as needed
- Assign additional staff to assist in implementing emergency response procedures as needed

BUILDING EMERGENCY TEAM

Responsibilities continued:

- Locate and learn to use all emergency equipment in building including:
 - Exits and stairways
 - Fire hoses and extinguishers
 - Building shut-off for gas, water, electricity, and other utilities
 - First aid kits

BUILDING EMERGENCY TEAM

Responsibilities continued:

- Update and maintain list of personnel in assigned area to account for assigned personnel following an evacuation
- Train and advise staff on emergency procedures in this plan
- Designate appropriate assembly areas following evacuation.
 - City Hall lawn
 - Civic Center Parking lot
 - Others

TRAINED PERSONNEL

Responsibilities:

- Personnel trained in CPR and First Aid shall assist in administering emergency CPR and First Aid when required
- Employees trained in the shutdown of building's gas, water, and electricity are responsible for knowing locations of shutdown procedures upon instruction
- Those with special language skills

BUILDING TEAM COORDINATOR

Responsibilities:

- Manage emergency response activities of personnel
- Assist Safety personnel in developing and practicing evacuation plan on a regular basis
- Know location and operation of all critical utility shut-offs and assist personnel as needed

SECTION LEADER RESPONSIBILITIES

- Implement emergency procedures as directed by Building Coordinator and assume command of response efforts of pre-assigned work area
- Train employees of pre-assigned work area on emergency response procedures
- Know normal work locations of all building team members and how to contact them at work and home

SECTION LEADER RESPONSIBILITIES

- Continued
- Know normal work locations of all other occupants in building with special skills such as CPR and First Aid
- Know normal work locations of those with disabilities or special needs
- Know and maintain a copy of Building Emergency Plan

SECTION LEADER RESPONSIBILITIES

- Continued
- Know how to contact appropriate public safety officials for assistance (Fire, Police...)
- Know appropriate channels for communicating and disseminating information to other building occupants
- Know circulation paths and exits for entire building including parking structures, stairways, elevators, corridors, ...)
- Know assembly points