
Appendix H

Preliminary Construction Fire Prevention Plan



PRELIMINARY EMERGENCY ACTION AND FIRE PREVENTION PLAN VENTURA COMPRESSOR STATION

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1. PURPOSE AND SCOPE

- 1.1. The primary goal of this Emergency Action Plan (EAP) is the safety of all employees, during a workplace emergency. It should be followed whenever possible; however, it does not replace the use of common sense by an individual employee. During any workplace emergency, when elements of this plan cannot be conducted, or if personal safety would be compromised, each employee should conduct themselves in a manner that provides for their own safety and the safety of other employees.
- 1.2. This document describes responsibilities of the Facility Responsible Official, Supervisors, Employees, and Emergency Response Teams (ERT's).

2. ROLES AND RESPONSIBILITIES

- 2.1 **Facility Responsible Official:** It is the responsibility of the Facility Responsible Official to:
 - 2.1.1 Develop, implement, and update the EAP.
 - 2.1.2 Appoint a Building Leader who will facilitate the development of the ERT.
 - 2.1.3 Ensure all equipment and systems are properly maintained and inspected.
 - 2.1.4 Ensure a copy of this plan is onsite and made available for employees to review.
 - 2.1.5 Ensure the plan is reviewed with each employee, as outlined in this plan.
- 2.2 **Emergency Response Team (ERT)**
 - 2.2.1 The ERT comprises trained employees who assist the Building Leader in responding to a workplace emergency. At a minimum, their responsibility includes reporting emergencies, coordinating evacuations, and employee accountability procedures.
 - 2.2.2 In addition, the ERT may elect to train employees to be able to render first aid, CPR, AED, or implement firefighting measures. If a team elects to have employees trained in these areas, those employees must maintain current training and certification in the corresponding areas.
 - 2.2.3 The ERT members are the Building Leader, Floor Leader(s), Assistant Floor Leader(s), and other employees trained to respond to an emergency: however, any employee may be assigned with responsibilities, during an emergency.

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2.3 **Building Leader's** primary duties are to:

- 2.3.1 Form the ERT comprised of volunteer employees. Ensure the ERT is trained and capable of implementing the EAP, as outlined in this procedure.
- 2.3.2 Ensure the ERT members obtain training to perform their duties, as outlined in this plan.
- 2.3.3 Ensure this plan is implemented, during an emergency.

2.4 **Floor Leader's** primary duties are to:

- 2.4.1 Report or verify the emergency has been reported, as outlined in this plan.
- 2.4.2 Coordinate and implement the evacuation and employee accounting procedures, as defined in this plan.
- 2.4.3 Enlist the help of others, as needed.
- 2.4.4 Assume the Building Leader's responsibilities in their absence.

2.5 **Assistant Floor Leader's** duties are to:

- 2.5.1 Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.
- 2.5.2 Assist with any other duties assigned.
- 2.5.3 Assume the Floor Leader's responsibility in their absence.
- 2.5.4 In the absence of the Building Leader, Floor Leader(s), and Assistant Floor Leader(s), other employees should assume the responsibilities outlined in this plan.

2.6 **Supervisor** responsibilities are to:

- 2.6.1 Ensure each employee, under their supervision, is adequately trained on how to respond to emergency situations in the workplace.

2.7 **Employee** responsibilities are to:

- 2.7.1 Understand their responsibilities, as outlined in this plan.



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- 2.7.2 Become familiar with this Emergency Action and Fire Prevention or the employee Emergency Procedures Brochure.
- 2.7.3 Notify their supervisor or any member of the ERT immediately of any potential fire hazard or emergency.

3. CONTACT LIST

First Name	Last Name	Mobile Number	Position
Vacant	Vacant	Not Applicable	Base Supervisor
Aaron	Gushwa	818-333-6246	Station Operations Manager
Omar	Garza	661-570-0440	Station Maintenance Supervisor
Tryon	Pyeatt	805-385-4819	Safety Representative
Community	Memorial Hospital	805-948-5011	Hospitals
Ventura	Police Department	805-650-8010	Police Dept
Ventura	Fire Department	805-339-4300	Fire departments
Ventura County	Sheriff Department	805-654-9511	County Police
Ventura County	Fire Department	805-384-1500	County Fire
Air Pollution Control		805-654-2797	APC

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4. REPORTING PROCEDURES

4.1 During an emergency:

4.1.1. Assess the situation and call 911, if appropriate. If you are unsure about the seriousness of the emergency, call 911.

4.1.2. Notify your supervisor or any member of the ERT, as soon as practical.

4.2. When reporting an emergency:

4.2.1. Describe the nature of the emergency.

4.2.2. Provide the exact address, including the nearest cross street and actual location of the emergency.

4.2.3. Provide a call back telephone number (yours, your supervisor's, or the Security desk).

4.2.4. Provide your full name.

4.2.5. Provide the building, floor number, office number, cubicle number, or general area where the emergency is taking place.

4.2.6. Do not hang up until instructed, as emergency personnel might need more information from you, unless doing so poses a greater threat to you or anyone else.

4.2.7. If possible, send someone outside to flag emergency personnel and guide them to the location of the emergency.

4.3. Emergency Response Team Members:

4.3.1. Report or ensure the emergency has been reported and call 911, if necessary.

4.3.1.1. Notify Building Security, Building Leader, or Floor Leader.

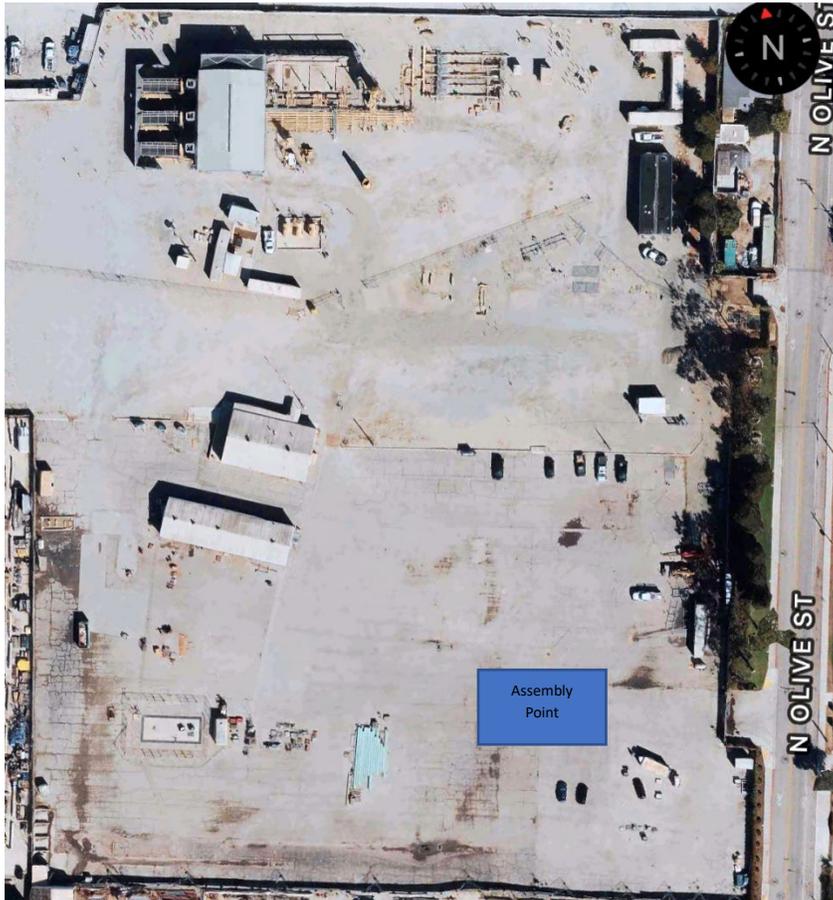
4.3.1.2. Notify Department or Facility Manager, as soon as practical.

4.4 Map, Site Image and Assembly Point and Hospital

4.4.1. Every employee at Ventura Compressor Station should know the nearest exit from their work area and the route to reach the exit in an emergency.

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4.4.2. Location Address/Map: 1555 N Olive St., Ventura, CA 93001



4.4.3. Assembly Point Description: In the event of an emergency, all persons are required to move to a safe location. The meeting location will be near the southeast gate to Olive Street.

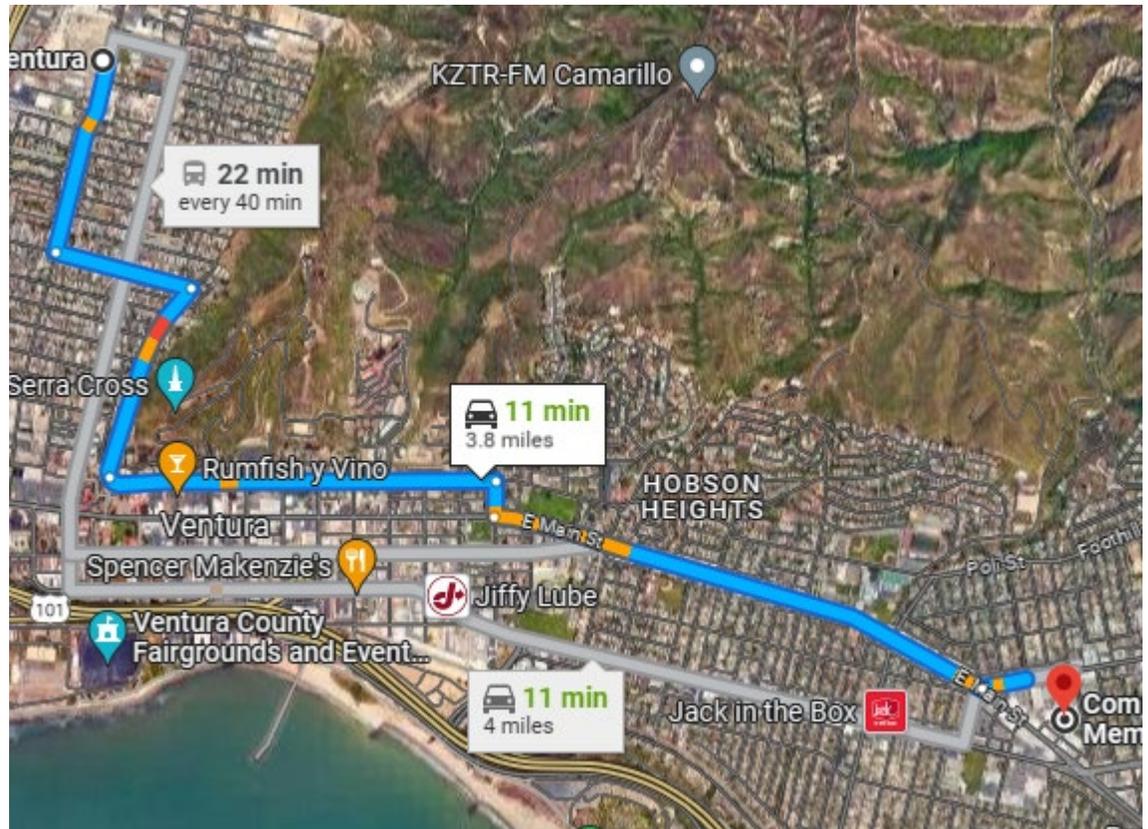
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4.4.4 Hospital Information

NAME: Community Memorial Hospital

ADDRESS: 147 N. Brent St., Ventura CA 93003

PHONE NUMBER: (805) 948-5011



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5. EMERGENCY COMMUNICATION/ALARM SYSTEM

- 5.1 The Ventura Compressor Station is equipped with gas detection system and Fire Alarm System. Once the emergency is reported, it is communicated across the facility by ERT staff members and other employees sweeping the area and making voice announcements to evacuate.
- 5.2 The alarm system is inspected and tested annually by Ventura Compressor Station personnel.
- 5.3 The inspection, maintenance, and testing records are maintained at Ventura Compressor Station.

6. FIRE PREVENTION AND SUPPRESSION EQUIPMENT

6.1 Hazardous Materials:

Ventura Compressor Station has a Hazardous Materials Business Plan (HMBP) for a list of major workplace fire hazards, their proper handling and storage procedures, potential ignition sources (i.e., welding, smoking, and forklift), control procedures and the type of fire control equipment to be utilized.

6.2 Housekeeping Policy

- 6.2.1 Office areas and cubicles are to be maintained free of paper clutter that could create a fire hazard. Every employee should ensure unnecessary paper is placed in the recycle receptacles.
- 6.2.2 The Facility Manager and the ERT are responsible for ensuring routine checks of the entire workplace are performed to remove any possible fire hazards.
- 6.2.3 Employees should immediately report any suspected workplace fire hazard to the Facility Manager or any member of the ERT for corrective action.

6.3 Installation, Inspection, Maintenance, and Testing of Safeguard Equipment:

- 6.3.1 Safeguard equipment used to detect ignition, control fuel sources, or detect fuel leaks are installed where appropriate to prevent the accidental ignition of combustible materials. Reference SPCC Plan and the “Underground Storage Tanks Monitoring Plan” for a list of equipment, inspection and maintenance schedule.

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6.3.2 The Ventura Compressor Station is equipped with a fire detection system. The systems are maintained and tested by Ventura Compressor Station personnel. The inspection, maintenance, and testing records are maintained at Ventura Compressor Station. Fire extinguishers are internally inspected each month by Ventura Operations, and annually serviced by an outside agency. The inspection maintenance and testing records are maintained at Ventura Compressor Station.

6.3.3 Ventura Compressor Station personnel is responsible for the installation, inspection, and maintenance of safeguard equipment.

7. EVACUATION PROCEDURES:

7.1 There could be a number of reasons to evacuate the building. In some situations, evacuating may not be the best alternative.

7.2 In an emergency, follows the instructions from the ERT, the Facility Manager, or Security personnel unless doing so poses greater threat of injury to you or anyone else.

7.3 Once the decision to evacuate has been made, ERT members will announce and initiate Evacuation Procedures.

7.4 Assigned ERT members will sweep meeting rooms, restrooms, and work areas to verify everyone has been notified of the emergency and evacuate. PA systems can be used to announce the evacuation, where they are available.

7.5 The ERT will enlist the help of others, as needed, to issue the announcement.

7.6 Evacuation Exits and Routes:

7.6.1 Employees should know the nearest exist from their work area and the route they will take to reach the exist, in an emergency.

7.6.2 Employees should request a copy of their facility floor map from their Floor Leader and mark the exits and two evacuation routes specific to their individual location.

7.6.3 When instructed by the ERT, proceed to the nearest exit. As people are existing the building, it is important to follow the instructions of the ERT. Some basic guidelines for safe evacuation are:

7.6.3.1 Know the exits available to you, at any point. At the time of evacuation, use the nearest safe exit.

7.6.3.2 Take your personal belongings with you (such as keys, purse or

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briefcase, and personal emergency supplies), as you exit.

- 7.6.3.3 Walk, do not run and keep noise to a minimum so evacuation and safety instructions can be heard.
- 7.6.3.4 In the stairwell, use the handrail; and avoid tripping.
- 7.6.3.5 Yield to emergency response personnel.
- 7.6.3.6 Do not push or crowd others.
- 7.6.3.7 As you walk to the exit, inform those around you of the need to Evacuate the building.
- 7.6.3.8 If you encounter someone who needs help evacuating, assist them, if you can do so without risk to your own safety.
- 7.6.3.9 Proceed to the assembly area and check-in with the floor Leader or designee.
- 7.6.3.10 Report any employee left behind or injured, as well as anyone missing.

7.7 Assembly Area:

- 7.7.1. All employees must report to the assembly area. Ask your Floor Leader for a copy of the latest floor plan and assembly area map or location.
- 7.7.2 Each employee is responsible for checking in with the Floor Leader or their designee at the assembly location.
- 7.7.3 Each employee should report the whereabouts, if known, of any employee not present at the assembly area, as well as anyone left behind or injured.
- 7.7.4. Employees are to remain at the assembly area until informed by the ERT members it is safe to re-enter the building, report to an alternate work location, or are released to return home.

7.8 People with Special Needs:

- 7.8.1. Anyone with a physical disability, including temporary conditions, which would limit their ability to exit safely during an emergency, shall be assigned persons to help them. The ERT should be made aware of these situations and make assignments, as soon as possible. If you see anyone who has a problem exiting the building, stay with the person and, if possible, help with their evacuation. If you cannot, notify any member of the ERT of the problem. If you can, stay and wait for help or instructions from

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the ERT, unless immediate evacuation is needed to avoid personal injury.

7.9 Procedures for Rendering First Aid and Fire Fighting Measures:

7.9.1 Emergencies will be reported and handled as stated in sections 2.7.3 – Reporting Procedures, 8.1 – Fire, and 8.5 – Medical Emergency

7.10 ERT Responsibilities:

7.10.1. Building Leader's duties during excavation:

7.10.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

7.10.1.2. Ensure Evacuation Procedures have been initiated.

7.10.1.3. Establish a command post in the assembly area.

7.10.1.4. Assess the situation and coordinate communications between ERT members, security, emergency personnel, and management, as needed.

7.10.1.5. Enlist the help of others, as needed.

7.10.2. Floor Leader's duties during evacuation:

7.10.2.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

7.10.2.2. Coordinate and implement the evacuation and employee accounting procedures,

7.10.2.3. Ensure the first aid kit is taken to the assembly location and coordinate first aid is rendered to injured employees by trained ERT members, as applicable.

7.10.2.4. Assign someone to take the roster and coordinate employee check-in procedures.

7.10.2.5. Attempt to account for everyone who did not check-in at the evacuation assembly area.

7.10.2.6. Report any missing or injured persons to the Building Leader or other emergency personnel.

7.10.2.7. Enlist the help of others, as needed.

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7.10.2.8. Assume the Building Leader's responsibilities in their absence.

7.10.3. Assistant Floor Leader's duties during evacuation:

7.10.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

7.10.3.2. Assist with any duties assigned.

7.10.3.3. Assume the Floor Leader's responsibility in their absence.

8.0 EMERGENCY PROCEDURES BY TYPE OF EMERGENCY

8.1. Fire:

8.1.1. If you hear the fire alarm:

8.1.1.1. Follow the instructions from the ERT, unless immediate action is needed to avoid personal injury or injury to others.

8.1.1.2. After working hours, evacuate the building, call 911, and follow the instructions from Security if they are onsite.

8.1.2. If you discover a fire in your work area:

8.1.2.1. Call 911 to report the location of the fire. Provide the building or suite number and location, including the nearest cross street.

8.1.2.2. Activate the fire alarm, if applicable, alert others and move away from the area of the fire.

8.1.2.3. Notify Building Security and any member of the ERT, and/or your supervisor, as soon as practical.

8.1.2.4. Use a fire extinguisher only on small fires (waste-basket size) if it is safe and you have been trained to use one.

8.1.2.5. Close doors to confine the fire, but do not lock them, and evacuate to a safe area.

8.1.2.6. Follow the instructions of the ERT.

8.1.2.7. If evacuation is necessary, immediately evacuate the work area, proceed to the assembly area, and check-in with the Floor Leader or designee.

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8.1.3. If trapped in a room:

8.1.3.1. Place cloth material around/under the door to prevent smoke from entering.

8.1.3.2. Retreat. Close as many doors as possible between you and the fire.

8.1.3.3. Be prepared to signal from a window, but do not break the window glass, unless absolutely necessary to escape. Outside smoke could be drawn inside the building.

8.1.4. If caught in smoke:

8.1.4.1. Drop to your hands and knees and crawl toward the exit.

8.1.4.2. Hold your breath, as much as possible.

8.1.4.3. Shallowly breathe through your nose, and use a shirt or jacket as a filter.

8.1.5. If forced to advance through flames:

8.1.5.1. Cover your head and hair.

8.1.5.2. Hold your breath and quickly move.

8.1.5.3. Keep your head down and close your eyes, as much as possible.

8.1.6. If clothes catch on fire:

8.1.6.1. Remove burning clothes, only if you can quickly do so. Otherwise, smother the flames with a heavy coat or blanket, or by dropping to the floor and rolling. (Stop, drop, and roll.)

8.1.7. ERT Responsibilities:

8.1.7.1 Building Leader's duties during fire emergencies:

8.1.7.1.1. Ensure the emergency has been reported, as defined in section 4.2.7.

8.1.7.1.2. Determine if evacuation is needed and initiate Evacuation Procedures, as applicable.

8.1.7.1.3. Establish a command post in the assembly area.

8.1.7.1.4. Assess situation and coordinate communications between

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ERT members, Security, Emergency personnel, and Management, as needed.

8.1.7.1.5. Enlist the help of others, as needed.

8.1.7.2. Floor Leader's duties during fire emergencies:

8.1.7.2.1. In case of fire, initiate Reporting Procedures, as outlined in section 4.2.7.

8.1.7.2.2. If unable to extinguish the fire, immediately evacuate and close all doors behind you. Do not lock the doors.

8.1.7.2.3 If evacuation is necessary, begin Evacuation Procedures, as outlined in section 7.

8.1.7.2.4 If notified of a fire in the building, but not on your floor, give the order to prepare to evacuate. Employees should secure computers, sensitive documents, close file cabinets, and prepare to leave for the day. If immediate action is required to avoid personal injury or injury to others, immediately evacuate.

8.1.7.3. Assistant Floor Leader's duties during fire emergencies:

8.1.7.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.1.7.3.2. Assist with any other duties assigned.

8.1.7.3.3. Assume the Floor Leader's responsibility in their absence.

8.2 Earthquake:

8.2.1. When an earthquake begins:

8.2.1.1. Stay calm and use the "Duck, Cover, and Hold" drill. Move under a desk or other sturdy object and stay there until shaking stops.

8.2.1.2. Be aware of aftershocks that may equal the primary quake in magnitude.

8.2.1.3. Keep clear of windows that could break or objects that might fall, such as a bookcase or computer monitor.

8.2.1.4. Evacuation is not always needed in an earthquake. Wait for direction from the ERT, unless immediate action is needed to avoid personal injury.

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8.2.1.5. If evacuation is deemed necessary, evacuate the work area, proceed to the assembly area, and check-in with the Floor Leader or their designee.

8.2.2. ERT Responsibilities:

8.2.2.1. Building Leader's duties during earthquake emergencies:

8.2.2.1.1. After the shaking has stopped, the safety of the employees and attending to the injured are the first priorities. Unless it is unsafe or immediate evacuation is required, search for injured personnel and report them to Management.

8.2.2.1.2. Call 911, if appropriate.

8.2.2.1.3. Determine if evacuation is needed and initiate Evacuation Procedures, as applicable.

8.2.2.1.4. Establish a command post in the assembly area.

8.2.2.1.5. Assess situation and coordinate communications between ERT members, Security, Emergency personnel, and Management as needed.

8.2.2.1.6. Enlist the help of others, as needed.

8.2.2.2. Floor Leader's duties during earthquake emergencies:

8.2.2.2.1. After the shaking has stopped, the safety of the employees and attending to the injured are the first priorities. Unless it is unsafe or immediate evacuation is required, search for injured personnel and report them to Management.

8.2.2.2.2. Call 911, if appropriate.

8.2.2.2.3. Report condition of building and employee status to Security and the Building Leader.

8.2.2.2.4. If it is appropriate or you are notified by Security or the Building Leader, begin evacuation of the work area.

8.2.2.2.5. After ensuring the work area has been evacuated, proceed to the assembly area and check with the Floor Leader for reports of missing or injured employees.

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8.2.2.2.6. Report injured and missing employees to the Building Leader and the Department Manager.

8.2.2.3. Assistant Floor Leader's duties during earthquake emergencies:

8.2.2.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.2.2.3.2. Assist with any other duties assigned.

8.2.2.3.3. Assume the Floor Leader's responsibility in their absence.

8.3 Bomb Threat:

8.3.1. All bomb threats should be treated as serious. The safety of the building occupants should be the primary consideration. If you receive a note or letter, immediately contact Building Security, any member of the ERT, and/or your supervisor.

8.3.2. If a bomb threat is received by phone, keep the person on the line and obtain as much information as possible.

8.3.2.1. Listen carefully, especially for identifying voice characteristics such as an accent.

8.3.2.2. Be calm and courteous, even friendly.

8.3.2.3. Do not interrupt the caller.

8.3.2.4. Obtain as much information as possible by asking questions such as:

- When is the bomb going to explode?
- Where is it now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name?
- What is your address?

8.3.2.5. As soon as the call has ended, report the threat.

8.3.2.6. Do not evacuate unless told, or if danger is imminent.

8.3.3. If evacuation is ordered, immediately evacuate the threat area, as if leaving for the day.

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- 8.3.4. Take briefcases, purses, or other personal containers that may become “suspect,” if the area is searched later.
- 8.3.5. Look in your immediate area for object(s) that do not belong or are out of place. If such an object is found, do not touch it. Under no circumstances should a suspect object be handled, moved, or opened. Immediately notify Security or any member of the ERT.
- 8.3.6. If the device is outside, clear an area around the object for three hundred feet. If inside, Evacuate the floor of the device’s location, as well as the floor above and below the device.
- 8.3.7. Evacuees should proceed to the assembly area and check-in with the Floor Leader or designee. The exiting route should be away from the object and its cleared area.
- 8.3.8. ERT Responsibilities:
 - 8.3.8.1 Building Leader’s duties during bomb threat:
 - 8.3.8.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.
 - 8.3.8.1.2. Communicate with Security and determine if Evacuation Procedures are necessary.
 - 8.3.8.1.3. Assess the situation and coordinate communications between ERT members, Security, and Emergency personnel, and Management, as needed.
 - 8.3.8.1.4. Enlist the help of others, as needed.
 - 8.3.8.2. Floor Leader’s duties during bomb threat:
 - 8.3.8.2.1. Notify the Building Leader and Security and wait for instructions from them. 7.4.8.2.2. Notify the Department Manager.
 - 8.3.8.2.2. If instructed, ask employees to check their immediate area for anything unusual. **INSTRUCT THEM NOT TO TOUCH ANYTHING THEY DO NOT RECOGNIZE OR IS SUSPICIOUS.** Report anything found to Security.
 - 8.3.8.2.3. If you are notified by Security to evacuate, initiate Evacuation Procedures, as defined in section 7.

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8.3.8.2.4. After ensuring the work area has been evacuated, proceed to the assembly area.

8.3.8.2.5. Report injured and missing employees to the Building Leader and the Department Manager.

8.3.8.3. Assistant Floor Leader's duties during bomb threat:

8.3.8.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.3.8.3.2. Assist with any other duties assigned.

8.4 Gas Leak

8.4.1. In the event of an unintentional gas leak:

8.4.1.1. Call 911 to report the gas leak, then notify the appropriate Building Security, Floor Leader, or Supervisor, as soon as practical.

8.4.1.2. Eliminate ignition sources in the immediate vicinity if it is safe.

8.4.1.3. Immediately evacuate the area and proceed to the assembly area.

8.4.2. ERT Responsibilities:

8.4.2.1. Building Leader's duties during gas leak:

8.4.2.1.1 Ensure the gas leak has been reported, as defined in section 4.2.7.

8.4.2.1.2. Determine if evacuation is needed and initiate Evacuation Procedures, as applicable.

8.4.2.1.3. Establish a command post in the assembly area.

8.4.2.1.4. Assess situation and coordinate communications between ERT members, Security, Emergency personnel, and Management, as needed.

8.4.2.1.5. Enlist the help of others, as needed.

8.4.2.2. Floor Leader's duties during gas leak:

8.4.2.2.1. In case of gas leak, initiate Reporting Procedures, as outlined in section 4.2.7.

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8.4.2.2.2 If unable to determine location of gas leak, immediately evacuate and close all doors behind you. Do not lock the doors.

8.4.2.2.3. If evacuation is necessary, begin Evacuation Procedures, as outlined in section 7.

8.4.2.2.4. If notified of a gas leak, but not on your floor, give the order to prepare to evacuate. Employees should secure computers, sensitive documents, close file cabinets, and prepare to leave for the day. If immediate action is required to avoid personal injury or injury to others, immediately evacuate.

8.4.2.3. Assistant Floor Leader's duties during gas leak:

8.4.2.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.4.2.3.2. Assist with any other duties assigned.

8.4.2.3.3. Assume the Floor Leader's responsibility in their absence.

8.5 Medical Emergency

8.5.1. If you are unsure about the seriousness of the emergency, call 911, then notify the appropriate Building Security, Floor Leader, or Supervisor, as soon as practical.

8.5.2. If the person is unresponsive and you are trained, administer first aid or CPR, or use an AED unit, where available.

8.5.3. If the person is responsive and can express the problem, relay the information to the 911 operator. If they have medication with them that may help the situation, assist them in administering their medication (e.g., nitroglycerin pills for the heart).

8.5.4. If possible, send someone to escort emergency personnel to the correct area.

8.5.5. Provide any information you can to arriving emergency personnel.

8.5.6. ERT Responsibilities:

8.5.6.1. Building Leader's duties during medical emergency:

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8.5.6.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

8.5.6.1.2. Assess the situation and coordinate communications between ERT members, Security, Emergency personnel, and Management, as needed.

8.5.6.1.3. Enlist the help of others, as needed.

8.5.6.2. Floor Leader's duties during medical emergency:

8.5.6.2.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

8.5.6.2.2. Notify the Department Manager.

8.5.6.2.3. Assume the duties of the Building Leader in their absence.

8.5.6.3. Assistant Floor Leader's duties during medical emergency:

8.5.6.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.5.6.3.2. Assist with any other duties assigned.

8.5.6.3.3. Assume the Floor Leader's responsibility in their absence.

8.6 All Other Emergencies:

8.6.1. If unsure about the seriousness of the emergency, call 911.

8.6.2. Report the emergency to any member of the ERT and wait for instructions, unless delay would result in injury.

8.6.3. If evacuation is necessary, evacuate the work area, proceed to the assembly area, and check-in with the Floor Leader or their designee.

8.6.4 ERT Responsibilities:

8.6.4.1. Building Leader's duties for all other emergencies:

8.6.4.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

8.6.4.1.2. Assess the situation and coordinate communication between ERT members, Security, Emergency personnel,

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and Management, as needed.

8.6.4.1.3. Determine if evacuation is necessary and implement Evacuation Procedures.

8.6.4.1.4. Enlist the help of others, as needed.

8.6.4.2. Floor Leader's duties for all other emergencies:

8.6.4.2.1. Call 911, if applicable, Security, and the Building Leader.

8.6.4.2.2. Notify the Department Manager if the representative is offsite.

8.6.4.2.3. If it is appropriate, or you are notified by Security or the Building Leader, begin evacuation of the work area.

8.6.4.2.4. After ensuring the work area has been evacuated, proceed to the assembly area, and check with the Floor Leader for reports of missing or injured employees.

8.6.4.2.5. Report injured and missing employees to the Building Leader and the Department Manager.

8.6.4.3. Assistant Floor Leader's duties for all other emergencies:

8.6.4.3.1. Assist the Building Leader with notifications.

8.6.4.3.2. Assume duties, as previously outlined.

9.0 EMPLOYEE TRAINING

9.1. The facility's Responsible Official and Supervisors are responsible for training employees covered under this plan. As part of our Emergency Action and Fire Prevention Plan, we train all our employees, under the following circumstances:

9.1.1. New employees are provided with the Emergency Procedures Brochure and are scheduled to meet with members of their ERT to review site specific information.

9.1.2. Whenever new hazards are introduced into the work area, or the employee transfers to new work areas.

9.1.3. Whenever the plan is changed. While it is not required by regulations, it is recommended the plan be annually reviewed with all employees. A more

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frequent review is preferable.

9.2. Building Leaders, with support from Emergency Management and Safety, conduct training for the members of the ERT. Training topics include:

9.2.1. Initial and re-certification of CPR, First Aid, and AED.

9.2.2. Potential fire hazards in their work area, and the proper storage and/or handling procedures.

9.2.3. General housekeeping procedures associated with fire prevention.

9.2.4. Any specific housekeeping procedures for highly combustible or flammable materials in their work area.

10. REFERENCES

10.1. Cal/OSHA: California Code of Regulations, Title 8, Sections 3220 and 3221

10.2. OSHA: Code of Federal Regulations, 29 CFR 1910.38 and 1910.39 10.

11. APPENDICES AND OTHER SUPPORT DOCUMENTS

11.1. Emergency Procedures Brochure – Copies of the Emergency Procedures Brochure can be obtained from Emergency Management.

11.1.1. Refer to the Hazardous Materials Business Plan (Ventura Compressor Station Business Plan (CUPA)) for a list of major workplace fire hazards, their proper handling and storage procedures, potential ignition sources (i.e. welding, smoking, and forklift), control procedures, and the type of fire control equipment to be utilized. This document is found on PEA Appendix K.

11.2. Floor Map

11.2.1. Refer to your Supervisor, Floor Leader, or Building Leader for a copy of the latest version of the floor map.

11.2.2. Mark two evacuation routes relevant to your specific location.

11.2.3. Become familiar with the location of fire extinguishers.

11.2.4. Become familiar with the location of AED units, where available.

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11.2.5. Reference SPCC Plan and the “Underground Storage Tanks Monitoring Plan” for a list of equipment, inspection, and maintenance schedule.

11.3. Training Records

11.3.1. Employees are provided with the Emergency Procedures Brochure.

11.3.2. ERT members conduct training sessions, as needed. Records are maintained by the Responsible Official or Building Leaders.

11.3.3. Records of CPR, First Aid, and/or AED training are maintained in MyInfo or copies of certificates are maintained by the ERT.

11.4. ERT Rosters are generated and maintained by the ERT.

11.5. Employee Check-In Rosters, used to aid in the accounting of employees during an evacuation, are generated and maintained by the ERT.

