Emergency Action Plan
2021
Purpose

To establish a plan that ensures a reduced risk of hazards in an emergency situation at Foothill Community College (hereafter referred to as “Foothill”).

Scope

This emergency action plan applies to all employees. While Foothill recognizes the importance of the health and safety of all persons on the premises, we have neither the authority nor the responsibility to direct their behavior during emergencies. Classroom instructors are encouraged to provide basic evacuation information to attendees at the start of classes, but this is purely advisory.

This Emergency Action Plan is intended to address various hazards that may arise during normal working conditions, such as personal injury or illness, fire, chemical releases, earthquake, bomb threat, power outage, flooding, and aggressive persons.

Incident Command

During emergencies, the Campus Police shall be responsible for all activities until and unless replaced by other appropriate authorities.

Evacuation Initiation

Buildings or areas shall be evacuated in the event of a:

- Fire, or Fire Alarm
- Suspicious Package or Letter,
- Bomb Threat,
- Hostage Incident,
- Biological Threats,

Buildings or areas may be evacuated in the event of a:

- Chemical Release,
- Earthquake,
- Power Outage,
- Flooding,
- Gas Leak,
- Odor Complaints,
- Noise Complaints,
- Workplace Violence,
- Civil disturbance,
• Terrorist Threat or Actions.
• Any event which may lead to undue injury to any individual within the facility.

Evacuations can be initiated through any one or more of the following:
• Voice command,
• Hand held audible alarm, or
• Automatic alarm system.

Employee Evacuation Procedure
When an evacuation has been initiated, employees and other personnel shall stop what they are doing and immediately leave the area or building through the designated evacuation route or nearest exit. Employees and other personnel shall also know at least one alternate route or exit in case the designated route or exit is blocked.

Once out of the building, employees and other personnel are to move to the Assembly Area. The Assembly Areas are as follows:
• If near to it, evacuate to the football field
• Otherwise, evacuate to the nearest peripheral parking lot. Do not congregate in streets or other roadways.

If instructed to do so, or if the Assembly Area is unsafe, the Police or other Incident Commander may choose an alternate Assembly Area.

Employees and other personnel are not to leave the Assembly Area unless:
• Directed to do so by supervisor or,
• Staying at the Assembly Area would endanger their safety.

Employees and other personnel are not to re-enter the building or any evacuated area unless the area or building has been cleared for entry by the Incident Commander.

Manager or Department Lead Responsibilities
Upon initiation of an evacuation, the manager or department lead shall ensure that all work is stopped and that all employees, contractors and visitors evacuate the area or building quickly and in an orderly manner using the pre-designated evacuation routes. Employees and other personnel shall not be allowed to gather personal belongings, paperwork, etc.

Once at the Assembly Area, the manager shall take a head count of his or her employees and other personnel, visitors, and contractors that have reported to the Assembly Area.

Once the head count is complete, determine who is missing, their name(s) and the location in which they were last seen.

Determine if those missing from the head count were on duty at the time of the evacuation.
Report head count status (All accounted for, or number missing, name of missing, location that the missing were last to be seen) to the Safety Coordinator.

Do not allow the employees and other personnel to leave the Assembly Area and reenter the evacuated area or building.

Designate a backup in case the department manager is not present when an evacuation is initiated.

Ensure that each backup is familiar with the procedures in this emergency action plan.

When the Safety Coordinator has cleared the building or an area of the building for reentry, be sure to explain to the employees and other personnel why an area is safe for reentry. In addition, fully explain any areas or rooms to avoid upon reentry into the building. If there are areas or rooms to avoid, they shall be properly identified with ‘DANGER: DO NOT ENTER’ tape before employee reentry to the building.

**Safety Coordinator Responsibilities**

In the event of an evacuation, the Safety Coordinator shall obtain the head count from the office managers assigned to the Assembly Area.

The Safety Coordinator shall:

- Record the names, and departments of those missing along with the location that they were last seen on the Assembly Area Head Count Form (Appendix B).
- Record the names, and types of injuries associated with any injured personnel reporting to the Assembly Area.
- Review the front lobby guest sign-in log to ensure that all non-employees are accounted for.
- The Safety Coordinator shall ensure that all employees and other personnel remain at the Assembly area.

Once the building or area has been cleared for reentry, the Safety Coordinator shall authorize supervisors to direct the employees and other personnel back to inside the facility.

The Safety Coordinator shall ensure that before an evacuation takes place, evacuation training takes place as specified in the program.

In case of an evacuation, the Safety Coordinator shall immediately evaluate the situation that caused the evacuation and develop a plan of action. If the situation warrants, 9-911 shall be called at this time.

Contact the department supervisors and assess who is or is not present in the Assembly Area.

Evaluate the reason for the evacuation and ensure the safety of the facility before occupancy is reestablished.

After an evacuation, the Safety Coordinator shall compile all of the Evacuation Drill Evaluation Forms and make a report to management summarizing the reports and proposing modifications to the program if necessary.
Assembly Area
The Assembly Areas is in the front of the building in the parking lot. Please refer to Appendix A for the exact location.

Evacuation Drills
An evacuation drill shall be held annually.
Each evacuation drill shall be evaluated by having the evacuated employees and other personnel fill out the evaluation form after completion of the drill. A copy of the evaluation form is provided as Appendix C.
The Safety Coordinator shall maintain the following records for each evacuation drill:
- Date of drill,
- Area(s) evacuated, and
- Analysis and report of the evacuation, including a summary of evaluation forms.

Employees Requiring Assistance with Evacuating the Building
Safety Coordinators shall ensure that all employees that may require assistance in case of an evacuation have a Personal Support Network set up to assist them in case of an evacuation.
- The Personal Support Network shall consist of not less than three people that work with or near the person requiring assistance and will form a support network with the person that may require assistance in case of an evacuation.
- People that may require assistance evacuating are assigned work stations located in close proximity to exits
- It is critical that this network works together and knows where they will meet and what to do for employees requiring assistance evacuating in case of an emergency.
- The network shall be trained on proper techniques and procedures to safely evacuate people requiring assistance.
Information on how to set up a Personal Support Network can be found on the web at www.redcross.org/services/disaster/beprepared/disability.html.

Visitors Requiring Assistance with Evacuating the Building
Employees who have visitors or guests that require assistance evacuating the building shall be responsible for assisting them in case of an evacuation. Employees are to stay with and assist their visitor to the relocation area.
Contractors
The Safety Coordinator shall inform the contractor’s supervisor or foreman of the District’s emergency action plan. Once the contractor status has been reported to the Safety Coordinator, the contractor personnel may only be released under Safety Coordinator authorization.
Emergency Specific Procedures

Medical Emergencies
When a medical emergency occurs, conduct a primary survey of the injured employee(s) to discover the main problems (i.e. burned, not breathing, laceration, chest pain, extremely hot, etc.). Next, call 9-911 for immediate assistance and instruct another employee to inform the Safety Coordinator of the situation.

Medical Treatment:
Full medical emergencies are best handled by dialing 9-911 and providing first aid until the fire department or paramedics arrive. Under certain circumstances such as large earthquakes, assistance from the fire department or paramedics may not be available. If immediate medical assistance is required and authorized by the Safety Coordinator, bring the employee(s) to the following facility (listed by priority):

#1 Hospital Name: El Camino Hospital
   Address: 2500 Grant Road, Mountain View, CA 94040
   Phone Number: (650) 940-7000
   Hours: Emergency 24 hours

#2 Hospital/Medical Clinic: Stanford Hospital & Clinic
   Address: 300 Pasteur Drive, Palo Alto, CA 94304
   Phone Numbers: (650) 723-4000
   Hours: Emergency 24 hours

Fires
Do not attempt to extinguish a fire unless you have been trained in the use of fire extinguishers and have a clear escape route. In fires, use the following guidelines.

- If safe to do so, rescue any injured employee(s).
- Evacuate the building and pull the fire alarm.
- Contact the fire department immediately by dialing 9-911
- In large fires, protect the exits and corridors until everyone has been able to escape from the area involving the fire.
- If safe to do so, secure the air conditioning unit and supply air system.
- Meet the first responding fire department vehicle and direct them to the fire.
Chemical Release (Spill) Procedures

Hazardous chemical releases are serious situations that must be handled by properly trained individuals. When a chemical release occurs or is noticed, think safety first and reference the following guidelines.

- Evacuate the area and deny entry.
- Notify the Facilities Safety Coordinator.
- The Facilities Safety Coordinator is trained to deal with chemical releases and should follow these basic guidelines in dealing with chemical releases.
- Assess the emergency and devise an initial plan of action.
- Remember the PEP rule—People first, Environment second and Property last. Rescues and aiding of injured or trapped personnel is always the top priority. However, never jeopardize your own safety during rescue.
- Do not hesitate to evacuate the entire facility if the situation may expand or the situation warrants an entire evacuation.
- If the situation shows any signs or potential for expanding, or the situation actually does expand, call 9-911 immediately.
- If the chemical release is less than one gallon, then follow the below procedures. If greater than one gallon, evacuate the area and let the Facilities/Building Safety Coordinator and/or Fire Department fix the problem.

One Gallon or Less Cleanup

- Refer to the Material Safety Data Sheet (MSDS) for the chemical involved and note the health, fire and reactivity warnings before proceeding.
- Wear proper chemical resistant gloves and safety glasses according to the MSDS.
- Ventilate the area of the release to reduce exposure to flammable or toxic vapors.
- Contain the hazardous material release by building a dike around its perimeter using diking booms or diking material.
- Start diking from the farthest point of the spill and work your way back up to the source of the spill.
- Absorb the spilled material and place it in suitable containers.
- Label the waste with a properly completed hazardous waste label.
- Inform the Facilities/Building Safety Coordinator to dispose of the waste according to local, state, and federal regulations.

Regulatory Notification:
This Plan has been established, in part, to facilitate coordination and emergency planning with off-site response officials in the event of an emergency. Should an emergency occur which requires off-site assistance given its magnitude and limitations of on-site capability as determined by the Safety Coordinator in command, the Safety Coordinator will notify management and without delay immediately notify the appropriate agencies for the assistance required as listed below. The Safety Coordinator or designee shall meet the responding agencies and direct them to the incident and stand by to assist with information and other resources.

1) Priority contact
   Fire/Police/Ambulance – 9-911
   Non-Emergency Fire/Police Dispatcher Number: (408) 299-2311
   Non-Emergency Fire/Police Haz Mat Number: (408) 299-7300

2) State Office of Emergency Services
   1-800-852-7550 or 626-683-6800

3) Other Agencies
   Local water company: 917-0152
   Local Sewage Treatment Facility: (650) 947-2785
   PG&E (Electric & Gas): 800-743-5000
   Local Cal/OSHA Office: 510-794-2521
   Local Cal/EPA Office: 1-800-426-9000
   County Environmental Health Department: 408-299-6060
   National Response Center 1-800-424-8802

Earthquake Procedures

Earthquakes are relatively common in this area. Employees and other personnel need to be informed about the potential damage caused by earthquakes, and how to deal with these situations. Use the following guidelines during an earthquake.

- A rumbling sound usually precedes the quake by a split second.
- If you are inside a building, immediately take cover under a table or desk or in a doorway. If the furniture under which you have taken cover moves, stay under it and move with it.
- Stay away from heavy equipment, glass windows and doors, and chemical storage areas.
- Do not rush outside. The greatest danger from falling debris is just outside doorways and close to outer walls while the ground is shaking. It is also very difficult to walk when the floor is moving underneath your feet.
- If outside, stay there. Move away from buildings, walls, flagpoles, power poles, and lampposts. Stay away from downed lines, and areas where gas leaks or chemical spills may have occurred.

After the quake:

- Check for injured personnel. Do not move the seriously injured unless in immediate danger.
• Evacuate and take a headcount to determine that everyone is accounted for. If safe, and under direction from the Safety Coordinator, search for missing personnel in the area they were last seen.

• Check for fires, spills, and leaks.

• Do not allow building re-entry until the building has been checked. Do not operate equipment until it has been determined that it is functional.

**Earthquake Preparedness**

A key part to reducing the risk of earthquakes is to understand where the potential hazards exist and how to prevent such hazards from presenting problems.

The basic earthquake safety principles that should be followed include:

• In an earthquake, assume that objects will fall or move.
• If the falling object is a risk—if it’s over employees’ heads, for example—then it should be restrained.
• If the falling object can block emergency egress, then it should be restrained.
• If the earthquake will cause loss of mission-critical assets—essential spare parts being dumped onto the floor and ruined, for example—then preventive actions should be taken.

**Power Outage Procedures**

Power outages may occur at any time. Upon a power outage in a work area, determine if it is necessary to evacuate the area. Where required, evacuate the work area and await notification from the Safety Coordinator on what action to take next.

After a power outage, be careful when working around powered equipment. Assume that all power equipment was on at the time of the power outage. If it is safe to remain in a work area, or return to a work area during the power outage, as stated by the Safety Coordinator, all electrically powered equipment shall be de-energized.

**Flooding Procedures**

While flooding is not a likely occurrence, it may occur due to ruptured water lines. In the event of a flood, immediately evacuate the building or affected area and notify the Safety Coordinator. **Particular precautions must be taken to assure that the flooded area is not electrically energized before entering.**

**Package or Letter with Possible Chemical or Biological Contaminants**

Receiving a package or letter that contains chemical or biological agents is highly unlikely. Upon receiving or observing a suspicious package or letter.

• Do not handle any suspicious letter, card, or package; don’t allow anyone else to handle it. A suspicious package may be without a return address or from an
unfamiliar vendor or source. Watch for anything leaking from the package.

- Evacuate the area
- Do not cover the package or letter
- Notify Site Coordinators
- Close all doors as you exit the area
- The Site Coordinators will evacuate the building if necessary
- Call 911 if necessary

**Bomb Threat Procedures**

**Bomb threat by mail:**

- Do not handle any suspicious letter, card, or package; don’t allow anyone else to handle it. A suspicious package may be without a return address or from an unfamiliar vendor or source.
- Evacuate the area.
- Call 9-911

**Bomb threat by phone:**

- Assume the threat is real.
- Keep caller on the phone as long as possible.
- Try to get detailed information, i.e. location of bomb, time set to go off, as well as, exact words of caller, gender, and other details you might interpret. Questions to ask the caller:
  - When will the bomb go off?
  - Where is it?
  - What does it look like?
  - What type of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address?
  - What is your name?
• If possible, write “BOMB THREAT!” on a piece of paper and give it to another employee so that 9-911 can be called and people can be evacuated from the building while you are still on the phone.

• Once the caller hangs up, call 9-911 (if no one has called before) and then notify the Site Coordinators if someone has not already done so. The Site Coordinators will evacuate the building.

• Site Safety Coordinators should not use radio communication as a radio transmission could detonate the bomb. In addition, no one should use cell phones, pagers, Palm Pilots, etc. capable of radio transmission because the frequencies that these devices use could also detonate the bomb.

• Employees evacuating the building should try to notice anything suspicious on their way out as long as it does delay their exit.

**Violence or Threats of Violence**

Note the difference between an upset/irate person and an aggressive person.

*Upset/irate person.*
Always report to your supervisor as soon as you can when a customer, a vendor, a coworker, a member of the public is violent or demonstrating disturbing behavior or threatens anyone.

If you encounter a hostile person or persons:

- Stay calm and listen attentively.
- Be polite.
- Maintain eye contact.
- Be courteous and patient.
- Move and speak slowly, quietly and confidently.
- Be empathetic to the person and acknowledge the person's feelings. Focus your attention on the person to let them know that you’re interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle to the person rather than directly in front of the person.
- Make sure there is at least 3' to 6' of space between you and the person (beyond arm’s reach). Arrange yourself so that the person cannot block your access to an exit.
- Use delaying tactics to give them time to calm down. For example ask them if they would like a drink of water (in a disposable cup).
Be reassuring and point out choices. Break the big problems into smaller, more manageable problems.

If the situation gets out of control, exit the area and call 9-911.

Never take sides

Never agree with distortions.

Never reject all their demands from the start.

Never brush the person off, be cold, or give them the run around.

Never pose in challenging stances. For example make sudden movements, place hands on your hips or cross your arms.

Never challenge, criticize, be impatient, be condescending, threaten, or dare the person.

Never try to make the situation seem less serious than it is.

Never make false statements or promises you can't keep.

Aggressive/Violent Person
If a person is aggressive or violent, get as much distance as possible from the person. If the person is brandishing a weapon, do not find yourself in a trapped position. Always try to have an escape route or exit. Follow these steps:

1. Identify the threat
2. Get Away
3. Immediately call 9-9-1-1.

Civil Disturbance Procedures
In the case of a civil disturbance, such as an angry group of people, unruly protest, riot, etc., try to calm the person(s) down as quickly as possible. Do not treat the people causing the problem in a hostile manner in any way. If you feel that you are in danger, get away as quickly as possible. Get as much distance as you can between you and the group. If necessary, call 9-911 and have the police department handle the situation.

Shelter In Place Procedure

Sheltering In Place is staying where you are, as opposed to evacuating an area. The initial response to earthquakes is an example of sheltering in place. The response to a riot or violent suspect apprehension outside the building, or a toxic gas cloud release would also be to shelter in place.

Following are the initial steps to sheltering in place:
• Remain Calm
• Get away from windows. Earthquakes can shatter windows. Rioters can throw objects through the windows. Bullets go through windows. Toxic chemical gas may seep through window seams.
• Protect your head with your arms if there is the potential for falling or thrown objects.
• Follow the emergency specific procedure

**Odor Procedures**
The following guidelines should be used as an aid in dealing with odor complaints.

• Immediately inform the Safety Coordinator of the situation. The Safety Coordinator will then investigate.
• Evacuate the area if employees and other personnel display or complain of any uncommon signs and/or symptoms.
• After evacuation, do not reenter the area until it has been cleared by the Safety Coordinator.

**Fire Prevention**
The District has certain potential fire hazards. A key part to reducing the risk of fires is to understand where the potential fire hazards exist and how to prevent such hazards from presenting problems.

The basic fire safety principles that should be followed at The District include:

• Inspect your area for fire hazards periodically and report any problems your supervisor.
• Follow good housekeeping procedures.
• Do not use extension cords as permanent power supplies.
• Smoke only outside the building.
• Do not block fire exits, evacuation corridors.
• Do not block fire extinguishers.

The following areas and operations have a potential for fire hazards and must be handled as stated:

• Flammable liquids shall be kept in covered containers and stored in flammable cabinets when not in actual use. Such liquids shall not be transported for use in open containers.
• Flammable liquids shall not be used to wash floors, walls, ceilings, structural members, furniture, equipment, machines or machine parts, unless ventilation is provided and maintained in accordance with OSHA regulations and approved by the Safety Coordinator.
• Electrical Service rooms shall be free of all combustible materials such as wood, cloth, paper, cardboard, plastics, rubber, and foam.

• Combustible materials, shall not be stored in any exit corridor that leads directly to an emergency exit. At a minimum, all exit **aisle ways** shall be maintained with **at least 36 inches** in clear width.

• Combustible materials shall not be stored under enclosed stair wells without fire sprinklers and fire rated construction.

• Combustible materials shall at least 35 feet away from heat or spark producing sources such as welding and grinding operations.

**Fire Protection and Alarms**

Fire protection and alarms for the above hazards are detailed as follows:

• Portable ABC fire extinguishers

• Automatic sprinkler systems

• Smoke detectors

All the District managers and department leads are responsible for regular safety inspections of their work areas and equipment. This is described in the Injury and Illness Prevention Program (IIPP).

For the purposes of this document, these inspections are geared towards fire prevention and general housekeeping, but other health, safety, or environmental related concerns can also be addressed. At a minimum, the fire protection requirements listed in this policy shall be used as a guideline in completing the inspection.

Training on fire extinguisher use with specifics on what types of fires to fight and not to fight should be conducted at least once per year for all supervisors and managers. If all employees and other personnel are not to be trained on fire extinguisher use, then all supervisors and managers must inform his or her employees and other personnel to immediately evacuate an area and notify his or her supervisor in case of an emergency.

Each fire extinguisher in the District facility shall be serviced yearly by a State certified fire extinguisher company and checked monthly by an employee(s) designated and trained by the Safety Coordinator. Each monthly check shall be documented by signing and dating the back of the fire extinguisher’s certification card.

The automatic fire sprinkler system shall be professionally inspected on an annual basis. All employees and other personnel shall be aware of the following items:

• Automatic sprinkler heads can be damaged if subjected to mechanical abuse. Install protective cages where there is potential for this type of damage.

• Heat inadvertently applied to a sprinkler head can activate the sprinkler without the presence of fire.

• To avoid reducing water flow or altering a spray pattern, do not place material or furniture near sprinkler heads. All items must be kept a minimum of 18 inches from the fire sprinkler head.
**Employee Training**

All the District employees will be trained on:

1) Evacuations: How to initiate an evacuation, and proper evacuation procedure.

2) Emergency specific procedures
   - Medical Emergencies
   - Fires.
   - Chemical Release (spill) Procedures
   - Earthquake Procedures
   - Power Outage Procedures
   - Bomb Threat Procedures
   - Civil Disturbance Procedures
   - Odor Procedures

3) Fire prevention
   - The potential fire hazards present at the District, and
   - Procedures to follow to prevent fires.

This training shall be provided to new employees by their supervisor.

Refresher training shall be provided to all employees on an annual basis. This training shall include the criteria listed in this program in addition to the actual evacuation drill.

Additional training is also required whenever an employee’s responsibilities and/or department reporting changes, or whenever a change in this policy effects employee actions.

Training shall be properly documented and held by the Safety Coordinator.

**Appendices**

Appendix A: Assembly Area Layout
Appendix B: Assembly Area Head Count Form
Appendix C: Evacuation Drill Evaluation Form
Appendix D: Fire Prevention and Preparedness Checklist
Appendix E: Emergency Utilities Shutoff Locations
Appendix A:
Assembly Area Layout
Appendix B: Assembly Area Head Count Form

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<thead>
<tr>
<th>Missing Employees Name(s)</th>
<th>Area Last Seen</th>
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<tr>
<th>Injured Employees Name(s)</th>
<th>Type of Injury</th>
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<td>6. ______________________</td>
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<tr>
<th>Additional Employees / Guest Name(s)</th>
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Appendix C: Evacuation Drill Evaluation Form
Employee Name (optional): _______________________________________
Assembly Area: ________________________________________________
Person in Charge: _____________________________________________
Date: _________________________________________________________

Please take a moment to fill out this evaluation form to allow us to correct any deficiencies that may exist in our evacuation program.

1. I could hear the evacuation alarm or the instructions to evacuate.     True    False
2. I had been trained on the evacuation procedure.                     
3. I knew the evacuation route out of my work area.                   
4. I took the shortest route to the nearest emergency exit.            
5. I knew where my Assembly Area was located.                         
6. The Assembly Area was easy to find, get to, and occupy.            
7. I did not stop or re-enter for any reason.                          
8. My superior knew what to do.                                       
9. A head count was taken at the Assembly Area                        
10. I think the evacuation went well.                                  

General Comments:
Appendix D:
Fire Prevention and Preparedness Checklist

Date: __________________

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Have all emergency systems and equipment been properly tested and inspected?</td>
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<tr>
<td>Are exits arranged and maintained to provide free and unobstructed exit from all parts of the building at all times when occupied? No lock or fastener shall be installed to prevent free escape from the inside of any building.</td>
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<td>Does the emergency lighting in the building allow safe access and light the direction to the exits when the main power has failed?</td>
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<td>Are door openings or means of egress 32 inches or greater in clear width?</td>
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<td>Do all exit doors swing in the direction of exit travel?</td>
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<td>Does the force required to fully open any door in an exit pathway not exceed 50 pounds force?</td>
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<td>Are latches or other fasting devices on a door provided with a knob, handle, panic bar or other simple type of releasing device, which is obvious, even in darkness?</td>
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<td>Self-Closing Devices: Are the doors designated to be kept closed in an exit pathway self-closing and not, at any time, secured in the open position?</td>
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<td>Does the changeover of illumination energy sources in an emergency take less than 10 seconds?</td>
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<td>Do the battery-operated lights only use reliable types of rechargeable batteries, with suitable facilities for maintaining them in properly changed out condition?</td>
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<td>Is each exit route, in its entirety, arranged or marked so that the way to a place of safety is indicated in a clear manner? Any door or passageway that is not an exit or way to reach an exit, but is capable of being confused with an exit, shall be arranged or made to prevent occupant confusion with acceptable exits.</td>
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<td>Are the access routes to exits marked by readily visible signs in all cases where the exit is not immediately visible to an employee or visitor? Is sign placement such that no point in the exit access is more than 100 feet from the nearest visible sign?</td>
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<td>Is every exit sign suitably illuminated by a reliable light source? Externally and internally illuminated signs shall be visible in both normal and emergency lighting mode.</td>
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</table>
Are all doors, passageways or stairways that are neither exits or a way to an exit, and so located or arranged as to be easily mistaken for an exit, identified by a sign reading “Not An Exit”?

Are fire extinguishers inspected and documented on the tag on a monthly basis within each department? Discharged, damaged or improper fire extinguishers must be removed from the area and replaced with fully charged fire extinguishers of the proper type.

   a) Extinguisher correct for hazard?
   b) Pin is in place?
   c) Plastic tab (seal) in place and secured to pin?
   d) Fully charged (Gauge is in green zone)

Is the distance of travel to a fire extinguisher for Class A (Wood, Paper) fires within 75 feet?

Is the distance of travel to a fire extinguisher for a Class B (Burning Liquids) fires within 50 feet?

Are the handles of portable fire extinguishers no more than 5 feet above the ground when mounted to the wall?

Are unrestrained objects stored where they could fall during an earthquake, and either hurt workers or damage property?

Are unrestrained objects stored where they could fall and block emergency egress during an earthquake?

Appendix E:
Emergency Utilities Shutoff.