

# **EMERGENCY ACTION PLAN POLICY ORLAND CEMETERY DISTRICT**

## **I. POLICY:**

It is the policy of the Orland Cemetery District to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

## **II. EMERGENCY PLAN COORDINATOR:**

The District Manager of the Orland Cemetery District is responsible for making sure this emergency action plan is kept up to date, practices, and reviewed periodically.

The Emergency Plan Coordinator can be reached at the Headquarters office of the Orland Cemetery District, 3900 County Road P, Orland, CA 95963 @ (530)-865-3880 or (530) - 519-0007.

## **III. REPORTING PROCEDURES**

| <b>Type of Emergency</b> | <b>How to Report</b>                      |
|--------------------------|---|
| Fire                     | Notify supervisor/ personnel and dial 911 |
| Explosion                | Notify supervisor/ personnel and dial 911 |
| Weather                  | Notify supervisor/ personnel and dial 911 |
| Bomb threat              | Notify supervisor/ personnel and dial 911 |
| Chemical Spill/Leak      | Notify supervisor/ personnel and dial 911 |
| Violence                 | Notify supervisor/ personnel and dial 911 |
| Medical                  | Notify supervisor/ personnel and dial 911 |
| Other (list)             | Notify supervisor/ personnel and dial 911 |

Reporting procedures are posted in the front office, breakroom and shop.

## **IV. EVACUATION PROCEDURES:**

### **A. Emergency Escape Procedures and Routes**

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan.

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**B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

| <b>Name</b>       | <b>Title</b>     | <b>Work Area</b> | <b>Special Assignment</b> |
|-------------------|------------------|------------------|---------------------------|
| Staci Buttermore  | District Manager | Office           |                           |
| Chris Ollenberger | Grounds Foreman  | Shop/Yard        |                           |
|                   |                  |                  |                           |
|                   |                  |                  |                           |

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's Office.

**C. Employee Accountability Procedures after Evacuations**

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

**D. Alarm System**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public-address systems.

Alarm systems for notifying all employees in case of an emergency are:

| <b>Action to be taken</b> | <b>Alarm system</b>                  |
|---------------------------|--------------------------------------|
| Fire response             | Voice and/or Cell phone vehicle horn |
| Medical Response          | Voice and/or Cell phone vehicle horn |
| Incident Response         | Voice and/or Cell phone vehicle horn |

(OSHA Standard 29 CFR 1910.165, Employee Alarm Systems, provides guidance on emergency alarms.)

**E. Sheltering in Place**

During extreme weather conditions, ie: thunderstorm, lightning, hail or tornado, take shelter in building interior room away from windows.

**F. Training**

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

| <b>Name</b>       | <b>Title</b>     | <b>Work Area</b> | <b>Special Assignment</b> |
|-------------------|------------------|------------------|---------------------------|
| Staci Buttermore  | District Manager | Office/yard      | Emergency coordinator     |
| Chris Ollenberger | Grounds Foreman  | Shop/yard        | Evacuation co-coordinator |
|                   |                  |                  |                           |
|                   |                  |                  |                           |

Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred
4. At least annually

**V. FIRE EXTINGUISHERS:**

Employees are expected to use fire extinguishers prior to evacuating if practical and safe to do so. Use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use.

**VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION**

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.

2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
  - A. Primary Location: *Flag poles east of office headquarters.*
  - B. Secondary Location: *The entrance to the Catholic yard.*
5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel in each situation.

**VII. RESCUE AND MEDICAL DUTIES:**

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

| <b>Name</b>                 | <b>Location Assignment</b>     | <b>Special Assignment</b> | <b>Training Provided</b> |
|-----------------------------|--------------------------------|---------------------------|--------------------------|
| Orland Volunteer Fire Dept. | 5 <sup>th</sup> St. Orland, CA |                           |                          |
| Westside Ambulance          | 4 <sup>th</sup> St. Orland CA. |                           |                          |
| Glenn County Sheriffs Dept. | Willows, CA                    |                           |                          |

**Special Instructions and Procedures:**

All personnel performing emergency rescue and medical duties must follow these instructions:

1. Secure injured person and assess injuries.
2. Notify Supervisor of possible injury.
3. Contact Medcor @ 1-800-775-5866 and speak to Nurse on duty.
4. Follow recommendations of Medcor Nurse about medical help.
5. Contact 911 or transport injured person to get medical assistance if necessary and told to do so be Medcor nurse.

**VII. EMPLOYEE TRAINING**

Employees will be trained on the content of this plan and how to respond in an emergency on an annual basis.

**VIII. CONTACTS**

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies:

1. Staci Buttermore, District Manager – (530) 517-1617
2. Chris Ollenberger, Grounds Foreman – (530) 526-4520

Policy Adopted on: \_\_\_\_\_

Vote:

Ayes: ( )

Nays: ( )

Abstain: ( )

\_\_\_\_\_  
Staci K. Buttermore, Secretary  
Orland Cemetery District

\_\_\_\_\_  
Rick Beale, Chairman  
Orland Cemetery District