

# VOTER REGISTRATION AND ELECTIONS

## Emergency Preparedness

### Workplace Emergencies

A workplace emergency is any unplanned or unforeseen event or situation that requires immediate action (e.g. fire, earthquake, bomb threat, major utility system failure, and medical emergency). Knowing what to do in advance, action(s) to take in the event of a workplace emergency, and being able to take that action quickly, are critical in avoiding injuries and loss of life.

### How to Report Workplace Emergencies

Step	ACTION
1	<ul style="list-style-type: none"> <li>• Dial <b>9-9-1-1</b> (or 9-1-1 from cellular phones) to reach the <b>911 Operator</b></li> <li>• When calling to report an emergency, be prepared to give:               <ul style="list-style-type: none"> <li>~ Exact description or nature of the emergency</li> <li>~ Number of employees affected</li> <li>~ Exact location of the incident, <i>and</i></li> <li>~ Your name and telephone number</li> </ul> </li> <li>• Unless you must leave due to the emergency, <b><i>stay on the phone</i></b> to allow further communications as needed.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Dial <b>875-6900</b> to notify the <b>County Operator</b></li> </ul>

### Emergency Response Procedures

The primary objective of employees in any emergency response action is to protect the health and safety of fellow employees and visitors. No action should ever be taken during an emergency situation that directly or indirectly violates this principle. The following guidelines should be followed if an evacuation becomes necessary:

Step	GENERAL EVACUATION PROCEDURES
1	Listen to, and comply with, instructions given to evacuate as determined necessary by the highest ranking on-site management official, emergency response personnel, and/or safety personnel.
2	Instruct contractors, vendors or other visitors who are present to exit with you.
3	Only if time permits, take all personal belongings (prescription medicine, keys, eyeglasses) with you.
4	Calmly and quickly proceed to the nearest exit door or stairway.
5	Proceed to your designated assembly area, or to an area designated by responding law enforcement or fire officials.
6	Stay in your designated assembly area until given a verbal "all clear" from emergency personnel or your VRE Emergency representative.
7	VRE Evacuation Leaders will report any significant findings to the VRE Emergency Coordinator (e.g. missing persons, employees needing first aid or rescue assistance).
8	VRE Emergency Coordinator will report significant findings to the Building Coordinator and/or emergency response personnel.

## FIRE

<b>R</b> emove	<ul style="list-style-type: none"><li>◆ Remove anyone in immediate threat of fire.</li><li>◆ As necessary, evacuate the building using the nearest exit door.</li><li>◆ Proceed to the designated assembly area.</li><li>◆ Do not leave or re-enter the building unless authorized to do so by emergency personnel.</li></ul>
<b>A</b> ctivate	<ul style="list-style-type: none"><li>◆ Activate the alarm system by pulling a fire alarm pull box or other building-specific alarm system.</li><li>◆ From a safe location, call 9-911 (or 9-1-1 from cellular phones) and report the fire.</li></ul>
<b>C</b> onfine	<ul style="list-style-type: none"><li>◆ Confine the fire. Prevent smoke and fire from spreading by closing doors on your way out.</li></ul>
<b>E</b> xtinguish	<ul style="list-style-type: none"><li>◆ Extinguish a fire only if you have been trained in fire containment and the fire is controllable.</li></ul>

## MEDICAL EMERGENCIES

### CHECK

- ◆ Check the scene for safety before approaching the victim(s).
- ◆ Assess the medical emergency (to the best of your ability) and determine the type of injury or illness.
- ◆ Avoid direct contact with blood or other bodily fluids by wearing disposable gloves.

### CALL

- ◆ Call (or instruct someone to call) 9-911 (or 9-1-1 from cellular phones) and provide the following information:
  - ~ nature of medical emergency
  - ~ number of individuals affected
  - ~ exact location (physical address) of medical emergency
  - ~ your name and telephone number
- ◆ Instruct security or other personnel to guide emergency medical personnel to the site.

### CARE

- ◆ For life threatening conditions first.
- ◆ Always use a breathing barrier when rescue breathing.
- ◆ Never move an injured person unless in immediate danger.
- ◆ Stay with the injured person and assure them that help is on the way.
- ◆ If you are not sure what to do, wait for professional medical help.
- ◆ If hazardous materials are involved, provide MSDS or other pertinent information to emergency medical personnel.
- ◆ If an employee is taken to a medical facility, notify the employee's family and VRE Safety Office, 875-6610 / 875-6464.

## EXPLOSION/BOMB THREAT

- ◆ In the event an explosion is the first indication of trouble, immediately take cover for protection against flying glass or debris. If safe to do so, call 9-911 (or 9-1-1 from cellular phones). Provide immediate first aid to the injured.
- ◆ If receiving a bomb threat, keep the caller on the phone as long as possible by asking the caller the questions found on the *Bomb Threat Checklist* (Attachment I).
- ◆ If possible, alert your supervisor and co-workers of the nature of the call while you have the person on the line.
- ◆ Listen closely to the caller's voice and for background noises.
- ◆ When the caller hangs up, complete the *Bomb Threat Checklist*.
- ◆ Dial 9-911 (or 9-1-1 from cellular phones) and report the bomb threat to law enforcement officials.
- ◆ Notify the VRE Emergency Coordinator, your supervisor/ manager and building security personnel of the bomb threat.
- ◆ As determined necessary by the highest ranking on-site management official, emergency response personnel, and/or safety personnel, evacuate the building.

## SUSPICIOUS OBJECTS

If a suspicious object is found:

- ◆ **DO NOT TOUCH, MOVE or DISTURB** the object. Isolate it but not in a confined space (desk, drawer cabinet).
- ◆ Do **NOT** use cell phones, remote controls or two-way radios.
- ◆ Notify other employees and evacuate and secure the immediate area.
- ◆ Shut off any gas or fuel lines and remove flammables in the surrounding area.
- ◆ Call **9-911** and notify law enforcement officials.
- ◆ Notify the VRE Emergency Coordinator, your supervisor, and building security personnel.
- ◆ As determined necessary by the highest ranking on-site management official, emergency response personnel, and/or safety personnel, evacuate the building.
- ◆ Refer to the attached *Letter and Package Bomb Indicator Checklist* (Attachment III) for further information.

## HARMFUL INTRUDER OR HOSTAGE SITUATION

- ◆ Move away from the area if you can do so safely and then call **9-911** from a protected position.
- ◆ If you cannot speak freely, leave the receiver off the hook so the 911 dispatcher can hear sounds that clarify the nature of the call.
- ◆ If safe to do so, warn or alert others in the area.
- ◆ Remain calm and alert – do not further agitate the assailant(s).
- ◆ Follow instructions and make no sudden movements that may jeopardize your well-being or the well-being of others.
- ◆ If at all possible, attempt to evacuate personnel not directly in harms way as quietly as possible and without taking any undue risks. Those that evacuate should proceed to the command center and provide information to aid law enforcement.

## EARTHQUAKE

### *During an earthquake:*

- ◆ **Do not evacuate the building**, unless directed to do so by emergency personnel.
- ◆ Stay clear of windows, temporary walls, filing cabinets, bookcases and other furniture or fixtures that could fall on you.
- ◆ Take cover under tables, desks, doorways, and other similar places.
  - ~ In a HALLWAY or CORRIDOR, brace yourself against the wall and duck down covering your head and eyes with your arms.
  - ~ If you are OUTSIDE, move to an open space area.
- Keep calm and await emergency instructions.

### *After an earthquake:*

- ◆ Remain alert for aftershocks following the initial tremor.
- ◆ Check persons around you for injuries – provide first aid (if trained) or send for emergency medical assistance.
- ◆ Listen for instructions from your supervisor, manager, or emergency response personnel.
- ◆ Use cell phones or two-way radios for communication – use hard wired telephones for emergency calls only.
- ◆ Carefully survey all mechanical and electrical equipment for damage. Maintenance personnel in County owned facilities should check the physical structure for obvious damage (i.e., broken windows, cracks in walls/floors). As necessary, contact Architectural Services, Building Inspection, and/or the fire department for a further evaluation.
- ◆ Post warning signs, as necessary, if potential for injury to others may exist.

### FLOODING OR HIGH WINDS

- ◆ If inside, stay inside. If possible, move items that could incur water damage to higher locations. Unplug or move electrical equipment that could be damaged.
- ◆ Secure outside objects that could turn into projectiles during high winds. Exercise caution if you are outside, especially if you must drive through flooded streets or other areas.
- ◆ Listen to local public information radio stations for weather updates.
- ◆ As necessary, evacuate personnel to a safe location.

### MAJOR UTILITY SYSTEM FAILURE

#### GAS LEAKS

- ◆ If you smell natural gas, immediately call 9-911.
- ◆ Notify PG&E and request emergency assistance.
- ◆ Notify Facilities Management (Bradshaw 875-6221) to respond to an emergency trouble call.
- ◆ If there is an immediate threat to personnel, evacuate the area to a location far upwind from the leak and contact the County Operator at 875-6900 for county wide and emergency services notification.

#### POWER FAILURE

- ◆ If *inside*, remain in the building and turn off electrical devices. If *outside*, DO NOT touch any downed power lines.
- ◆ Report the power outage to PG&E / SMUD and obtain information regarding the time frame for power to be restored.
- ◆ The decision to shut down building operations will be at the discretion of each department head.

### HAZARDOUS MATERIAL SPILL

- ◆ Notify Facilities Management (Bradshaw 875-6221). Maintenance & Operations (M&O) supervisors will then assess the situation and determine the appropriate clean up response.
- ◆ Personnel must have the proper training and protective gear to clean up the spill. If the M&O supervisor determines that personnel can clean up the spill, proper clean-up procedures and personal protective equipment must be used, as specified on the MSDS.
  - ~ Notify and evacuate personnel in all threatened areas, as necessary, to minimize employee exposure.
  - ~ **DO NOT ATTEMPT** to smell, touch or taste any material that cannot be identified. Refer to the MSDS if the identity of the hazardous material is known.
  - ~ Isolate the spill area to keep others away. Post warning signs, as necessary.
  - ~ Cover or block floor and/or storm drains.
  - ~ Shut down the HVAC system, as necessary.
  - ~ Remove sources of ignition for flammable hazards.
  - ~ Shut off water, gas, and electrical utilities, as appropriate.
  - ~ Manage the generated waste according to the manufacturer's recommendation.
- ◆ If assistance is required to clean up the spill or the hazardous material cannot be identified, contact the County Operator at 875-6900 and request that they notify hazardous materials response personnel.
- ◆ If unsure about response options, contact the DGS safety specialist (876-6179 / 875-1701).
- ◆ As determined necessary by the highest ranking on-site management official, emergency response personnel, and/or safety personnel, evacuate the building.

## Emergency Procedures for Disabled Persons

Employees who feel they may require special assistance in safely evacuating the building during an emergency should notify their supervisor or the VRE Safety Officer upon hire or transfer to the department. Employees should also notify their supervisor in the event of an injury, such as a broken leg or ankle that may interfere with their ability to safely evacuate. The name and location of all employees with disabilities, or certain medical conditions, shall be maintained and kept confidential by the employee's supervisor and the Safety Officer. The following general guidelines have been developed, in accordance with the Americans with Disabilities Act (ADA), for evacuation of persons with disabilities:

IF THE PERSON...	YOU WILL...	AND...
is visually impaired	describe the emergency situation	offer to guide them out of the building.
is hearing impaired	write down the emergency situation	assist them out of the building.
uses a cane, walker or crutches	offer to help them	assist them out of the building using a two-person lock-arm carry.
is confined to a wheelchair	ask them if you can remove them from their chair	if they give their consent, lift them out of their chair and out of the building using a two-person lock-arm carry.

### Closing

In the event that some unforeseen emergency incident does occur, we want everyone to get out safely. So be prepared by knowing what to do in an emergency -- your fast action could save lives!

# Bomb Threat Checklist

*Remain calm and keep the caller on the line as long as possible.*

1. EXACT WORDING OF THREAT: \_\_\_\_\_  
\_\_\_\_\_

2. ASK THE FOLLOWING QUESTIONS:

- ◆ When is the bomb going to explode? \_\_\_\_\_
- ◆ Where is the bomb right now? \_\_\_\_\_
- ◆ What kind of bomb is it? \_\_\_\_\_
- ◆ What does it look like? \_\_\_\_\_
- ◆ Why did you place the bomb? \_\_\_\_\_
- ◆ What is your name and telephone number? \_\_\_\_\_

3. IMMEDIATELY REPORT THE THREAT TO YOUR SUPERVISOR, MANAGER, FACILITY COORDINATOR, OR CALL 9- 911 IF NECESSARY.

4. RECORD THE FOLLOWING INFORMATION:

◆ Time of Call \_\_\_\_\_ a.m./p.m. Date of Call \_\_\_\_\_

◆  Male  Female  Adult  Child Estimated Age of Caller \_\_\_\_\_

◆ SPEECH PATTERN

- |                                   |                                   |                                         |                                         |                                   |                                 |
|-----------------------------------|-----------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Angry    | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Raspy    | <input type="checkbox"/> Accent   | <input type="checkbox"/> Excited        | <input type="checkbox"/> Normal         | <input type="checkbox"/> Deep     | <input type="checkbox"/> Slow   |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged   | <input type="checkbox"/> Rapid          | <input type="checkbox"/> Slurred        | <input type="checkbox"/> Soft     | <input type="checkbox"/> Nasal  |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Familiar |                                 |

If voice is familiar, who does it sound like? \_\_\_\_\_

◆ BACKGROUND NOISES

- |                                        |                                        |                                    |                                       |                                        |
|----------------------------------------|----------------------------------------|------------------------------------|---------------------------------------|----------------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Motor/Engine  | <input type="checkbox"/> Quiet     | <input type="checkbox"/> House Noises | <input type="checkbox"/> Office Equip. |
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Machinery | <input type="checkbox"/> Static       | <input type="checkbox"/> Voices        |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Local call    | <input type="checkbox"/> Music     | <input type="checkbox"/> Phone booth  | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Other         | _____                                  |                                    |                                       |                                        |

◆ THREAT LANGUAGE

- Well Spoken  Foul  Incoherent  Message read by caller  Irrational  Taped

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_