



EMERGENCY RESPONSE PLAN
**Sacramento Housing and Redevelopment
Agency**

Administrative Office

**801 12th Street
Sacramento, California**

As of January 2018

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EMERGENCY RESPONSE PLAN

Sacramento Housing and Redevelopment Agency Sacramento, California

I. INTRODUCTION

OSHA's Emergency Action Plan standard, found at OSHA 1910.38(a), requires the Sacramento Housing and Redevelopment Agency (SHRA) to have a written Emergency Action Plan (EAP). This plan applies to operations at 801 12th Street, Administrative offices where employees may encounter an emergency situation.

The EAP communicates to employees, policies and procedures to follow in emergencies. The written plan is available upon request to employees, their designated representatives and any OSHA officials who ask to review it.

Under this plan, SHRA employees will be informed of the plan's purpose, emergency evacuation procedures and route assignments, as well as procedures to account for all employees after an emergency evacuation has occurred.

The Risk Manager is the plan coordinator, acting as the representative of the Agency. The Risk Manager will ensure that the plan remains current, that Emergency Response Team personnel are in place and proper training has been provided to the Emergency Response Team staff and employees. Written copies of the plan may be obtained from the Risk Management Department.

II. PLAN STATEMENT

The purpose of the EAP is to prepare SHRA staff for emergency situations and provide them with procedures for maintaining the safety of employees.

To ensure the safety of employees, the protection of property and the quick resumption of normal business activities after an emergency, all 801 12th Street Administrative office employees should be familiar with this Plan. Employees should know their duties and responsibilities and participate in training drills. All staff commitment is a prerequisite for the success of this Plan. It is essential that employees are trained in emergency response and that employees are familiar with emergency procedures, such as the location and operation of alarms, means of egress, exit routes and assembly areas.

Guidance on what to do during an emergency situation is explained in detail throughout this plan. Included in this plan is:

- Written procedures designating a chain-of-command in the event of an emergency. It explains who is responsible for assessing the degree of risk

to life and property, as well as who is to be notified in the event of an emergency.

- Individual department responsibilities.
- Instructions for shutting down or transferring work operations.
- Proper use of portable fire extinguishers.
- Evacuation routes and designated assembly areas.

PLAN RESPONSIBILITIES

All Emergency Response Team personnel can be identified by their ORANGE VESTS.

The Agency's emergency evacuation procedures and assignments are designed to respond to any potential emergency including: Fire, earthquake, tornado, threat of violence and flood.

Every employee has a role in the event of an emergency. Specific employees have been designated and trained to assist in safe and orderly evacuations of all types. These employees will be available to direct all individuals during evacuations. ALL EMPLOYEES ARE EXPECTED TO FOLLOW THE DIRECTIONS GIVEN BY MEMBERS OF THE EMERGENCY RESPONSE TEAM.

When an alarm sounds (audible or verbal) proceed (**DO NOT RUN**) to the nearest exit or stairway and head directly to your designated assembly area. Most stairways are fire resistant and present barriers to smoke if the doors remain closed. **Never** disregard a notice of an emergency . . . audible or verbal. Always assume there is a reason to evacuate unless the threat clearly indicates to stay in place.

DO NOT USE ELEVATORS IN A FIRE EMERGENCY!

Before opening any door to the corridor or hallway, check the door and door knob for heat. ***Never open any door without first checking to see if it is hot. Use the back of your HAND to check.*** If it is warm, stay in your office or unit and stuff clothing, towels, or newspapers around the cracks of the door. **DO NOT OPEN THE DOOR.** Find another means out or call for Emergency personnel.

If the stairwell nearest your work area or living area is blocked by fire or other emergency, proceed to other stairway if it can be done in a safe manner. If all stairways and exits are blocked return to your work area (look for an enclosed office with a window) or apartment and:

- Close the doors
- Call the Fire Department and/or Building Management and notify them of your location.
- If available, place towels, clothing, etc., at base of door.
- Cover heating and AC vents with towels and clothing.
- If available, place a wet towel or cloth over your mouth and nose.
- If smoke forms, stay low below the smoke.
- Do not break out window unless it is absolutely the last resort! (Broken windows will allow more oxygen for the fire)

Be sure to evacuate in a swift but safe manner. If possible, close windows and doors as you leave.

As a matter of general practice, stairwells are the primary means for evacuation. Form a single-file line at the stairwell exit door and proceed calmly and carefully down the stairway. If the door is hot there is undoubtedly a fire on the other side. Proceed to another floor.

Conversation should be kept to a minimum so you can hear any specific request or unusual noises. **STAY IN A SINGLE-FILE LINE ON THE RIGHT SIDE OF THE STAIRWAY** (Emergency Personnel will always use the left side of the stairway).

Again, **DO NOT USE ELEVATORS**. Should a fire involve the control panel of the elevator or the electrical system of the building, power in the building may be interrupted and you could become trapped. Also the elevator shaft can become a flue, lending itself to the passages and accumulation of hot gases and smoke generated by the fire.

Leave the building and move away from exits, to the Assembly Area, and out of the way of emergency operations. Employees will report to an Emergency Response Team member at their designated Assembly Area. Information regarding Assembly Area is listed in this plan (**an Assembly Area is a meeting area designated in a location deemed safe for all to gather**). See Appendix IV

No employee or guest is permitted to re-enter the building until advised by a member of the Emergency Response Team or other person designated by the Agency.

No employee shall leave the designated assembly area for any reason without confirmation from Agency Emergency Response personnel.

Trained Emergency Response Team members will conduct head counts once the evacuees have assembled at the designated area. Emergency Response Team personnel will provide adequate guidance and instruction at the time of an emergency.

All trained personnel should be familiar with employees with disabilities who may need extra assistance, such as using the buddy system.

Before leaving the premises, members of the Emergency Response Team will check offices, restrooms and other enclosed spaces in the building for employees or guests that may be trapped and unable to evacuate.

While assembled at the designated evacuation area, an Emergency Response Team member will perform the following procedures:

- Head Count of who is present
- Make sure all persons are accounted for
- Reports in to the Command location (Emergency Response Director)
- Assumes role of answering questions related to evacuation
- Notifies emergency personnel of any missing persons
- Handles any duties assigned by the Emergency Response Director

Approved designated First Aid Responders (at select locations) may be available to provide medical assistance within their capabilities to employees and guests, if required during emergency situations.

EMERGENCY RESPONSE TEAM

A sufficient number of employees have been designated and trained to assist in a safe and orderly emergency response for all types of emergency situations. The list of people trained includes at least one person from every area or each floor. Trained personnel are to help direct all employees and guests during emergency evacuation, serve as a source of information about emergency procedures and conduct head counts once evacuation has been completed. **All employees and guests are expected to follow the directions given by members of the Emergency Response Team.**

Emergency Response Coordinator (ERC)

Each building and/or floor has a designated Emergency Response Coordinator (ERC). This individual is responsible for coordinating activities during and after an emergency response situation, as well as evaluating the severity of local emergencies and to direct safe, but swift evacuations. All employees and guests are to follow the instructions of the ERC. The ERC will coordinate or designate someone to provide information to the emergency response crews (i.e., firefighters, paramedics and police). The ERC has received training on how to handle emergency response situations. In the event of an evacuation, the ERC must insure that all evacuees assemble at the designated assembly area. It is the responsibility of the ERC to make sure no one leaves the designated assembly area until given an all clear status. The ERC must insure that all employees are familiar with the Sacramento Housing and Redevelopment's Emergency Response Plan.

Maintenance Specialist

The Sacramento Fire Code requires the maintenance at all times of all fire equipment and/or appliances, as well as maintenance of all exits. Maintenance Specialist shall oversee the inspection and testing of all life saving equipment. The Maintenance Specialist is knowledgeable of all emergency systems and is familiar with the floor management and the location of all exits.

Public Information Officer

The Public Information Officer (PIO) is responsible for managing the Agency's communications both internally with Agency staff and externally with the general public and the media. For the purposes of this Emergency Response Plan, and as per Agency policy, only the PIO and the Department Directors are authorized to speak to representatives of the media. This procedure will enable accurate dissemination of information to Agency staff, the public and the media. It will ensure that all items of public media interest are coordinate and released accurately and in a timely manner.

If a member of the media approaches any Agency employee and requests information about the situation at hand, the appropriate response from the employee is:

"I'm sorry, but it is not appropriate for me to discuss this situation. I must refer you to our Public Information Officer who can answer your questions."

All press releases will be coordinated though the Public Information Officer. For PIO contact information, see (Appendix II).

COMMUNICATION UPDATES DURING AN EMERGENCY:

The Agency will utilize the following methods of communications to ensure that employees, the public and the media have convenient access to the most accurate and timely information regarding an emergency:

- Website
- Automated Telephone Message
- Resident Bulleting Boards
- Radio and Television Stations

The Emergency Response Team members should assist fire, police or other emergency services as may be required and will relinquish responsibility of the emergency scene upon the arrival of the fire and/or police department. The fire and/or police departments will be responsible for determining if it is safe for employees to return to the building.

No Emergency Response Team member or other employee should be asked or expected to perform a task that would place him/her at risk of personal injury or for which he or she has not received appropriate training and/or equipment.

IMPORTANT:

The Risk Management Department needs to be notified immediately of any facility evacuation. For contact information see (Appendix II).

Emergency Response Coordinator

Overall Responsibilities:

- Assists with the development and distribution of 801 12th Street, Administrative offices Emergency Response Plan.
- Verifies that evacuation maps and routes are posted in conspicuous locations and in the path of travel.
- Verifies that 801 12th Street, Administrative offices employees receive training in emergency plans and emergency techniques, and are properly trained to carry out their portion of the ERP as appropriate;
- Schedules and evaluates evacuation drills in conjunction with Facilities/Maintenance and the local fire agency.
- Evaluates the types of emergencies that may occur;
- Identifies and maintains a roster of disabled employees who may require assistance within the building or area and ensuring that the ERP addresses their safety in emergencies;
- Ensures that a means of visual/audible alert is in place to notify emergency personnel of any employee who may need special assistance;
- Assist Risk Manager with employee education;
- Ensures the inspection and maintenance of all fire extinguishers;
- Assists with evacuation exercises and employee headcount.

Evacuation Responsibilities:

The Emergency Response Coordinator (ERC) must be familiar with the building evacuation plan, floor layouts, and location of fire extinguishing equipment.

- **Keep calm.** Get evacuation kit and put on emergency vest.
- If opportunity exists, verify nature of emergency.
- Make sure all employees are moving swiftly and safely to designated exits; **REMINDEMPLOYEES TO REMAIN CALM;**
- Assist with directing everyone to the nearest exit or stairway.
- Escort employees and move swiftly and safely to the designated assembly area.
- Inform employees **NOT** to leave designated assembly area;
- **Verify that appropriate emergency personnel have been notified**
- Obtain head count numbers (employees) from all assembly areas
- Be prepared to designate responsibilities to other SHRA Emergency Response Team members.
- Contact appropriate SHRA personnel and inform them of the emergency that has occurred.
- Verify operations that need to be transferred (if applicable);

- If all individuals are not accounted for, **DO NOT RE-ENTER BUILDING**, immediately notify emergency crews;
- Be prepared to provide specific information on the possible location of all unaccounted individuals that may be in the building.
- Be prepared to assist with further duties.

Re-entry:

Verify all departments within your jurisdiction are up and running.

Return the evacuation kit to your designated area.

Inform the Risk Management Department if your kit needs to be restocked.

Post Evacuation Review:

Complete the evacuation review form immediately after operations have returned to normal.

Employees' Responsibility

Employees are responsible for:

- Knowing how to access the Emergency Response Plan;
- Being aware of location surroundings and potential hazards;
- Notifying Emergency Response Coordinator of any potentially dangerous conditions;
- Participating in training sessions and evacuation exercises;
- Assisting other employees (if it is safe to do so) and disabled persons in the area in the event of an emergency;
- Exiting the building when an evacuation alarm has been activated or an alert has been sounded;
- Not re-entering the building once the alert has been given until declared safe by the local police, fire agencies and SHRA Emergency Response personnel;
- Notifying the Site Manager/Emergency Response personnel of any potentially dangerous emergency situation of which he or she has knowledge;
- Being familiar with emergency procedures, exit routes and evacuation assembly areas.

Facilities/Maintenance Responsibility:

Facilities Maintenance or designated staff is responsible for:

- Providing routine maintenance of alarms and firefighting equipment on a regular schedule or on request by specific departments; and
- Providing housekeeping services to minimize hazards.

Emergency Communication and Response Initiation:

Depending on the nature of the emergency, various types of communication methods may be employed. Cellular phones and two-way radios have been issued to Emergency Response personnel as necessary to provide a means of communication. It should be kept in mind that cell phone communications towers may become non-operational after a prolonged power outage.

It should be noted that radio communication devices (including cell phones) should **NOT** be used to communicate during search procedures in the event of a bomb threat. The act of turning the device ON or OFF could cause detonation of the explosive device.

Warning Systems and Reporting

- Smoke Alarms
- CO (Carbon Monoxide detectors)
- Devices to alert the visually/hearing impaired
- Manual Alarms
- Public Address System

Upon discovery of an emergency situation, the people in the immediate vicinity should be warned of the danger.

If the emergency involves a fire, activate the fire alarm if one is available.

Activate the manual pull station if the alarm is not automatically activated by the sprinkler system or smoke detector.

Any other non-life threatening emergency should be reported to local police (916)264-5471 or fire departments (916)808-1300.

GENERAL EVACUATION PROCEDURES

Any attempts at removing other people from the danger area must be made without risking additional lives, including those making a search of the area. Do nothing that will endanger lives or enhance the level of the emergency.

DO NOT PANIC!!

Panic is the most harmful and most difficult element to control in an emergency. Panic will be avoided if employees are prepared with the following information:

The elevators must not be used in emergency situations.

Please note that in the event of a release of chemical, biological or radiological contaminants, employees may be safer sheltering in place. Specific procedures for sheltering in place are described on Page 20 of this plan

The decision to evacuate the building will be made by a responsible Emergency Response Team member, Site Manager or Executive Staff member, along with fire or police personnel. Until emergency responders arrive, the building Emergency Response Team members have full responsibility.

Control will be relinquished upon the arrival of fire or police personnel and Housing Authority staff will provide support and assistance as necessary.

The emergency situation may call for a full evacuation of the building whereby all the occupants are required to leave the building completely, **meeting at a designated assembly area**. The designated location should be well away from the building and not near traffic lanes. The situation may call for a partial evacuation which would require those employees in immediate danger to move to a safe part of the building. In either case, **no one will re-enter any part of the evacuated area until given permission by fire or police personnel.**

If it is determined to be necessary to evacuate all or part of a building:

- Emergency Response Team members need to verify that an emergency alarm has been activated or announce loudly, clearly and calmly over the public address system (if available) that the building must be evacuated and advise the occupants of the specific emergency.
- **SHRA Emergency Response Team members should clearly direct everyone to the nearest fire stairs and exits**, as shown on the posted evacuation plans. Area Leaders should enlist the help of any of the building occupants who may be able to assist with the evacuation process.

- Emergency Response Team members should go to other assigned floor (if safe to do so) to assist other ERT personnel with other employees who may need assistance.
- If time allows and the situation does not pose an imminent danger, a **quick search should be made of employees' work areas** for those who are not aware of the emergency situation and those who may require assistance. (Again, never go upstairs in an Emergency)
- **Emergency Response Coordinator should maintain contact** with the building's Emergency Response Director and provide relevant information.

The Emergency Response Team, under the direction of the Emergency Response Director, should direct occupants to the designated assembly area – in the case of a bomb threat, at least 300 feet away from the building. The meeting area established must be well away from the building and traffic lanes. **The emergency responders (i.e., fire, police) must have clear access to the area.**

The Emergency Response Coordinator is responsible for obtaining head count but may request that others at the site assist with the count.

Employees should be encouraged to remain at the assembly area until the emergency situation is under control. Anyone needing medical attention should be identified and appropriate medical attention given. Under no circumstances is anyone to re-enter the building until the Emergency Responders allow entrance and a notation should be made of any employee leaving the area. This head count information should be shared with the Emergency Response Director, who in turn can advise emergency responders of people unaccounted for.

OCCUPANTS REQUIRING ADDITIONAL ASSISTANCE

There may be occupants due to age, physical condition, disability or other factors who will require additional assistance. These people should be identified prior to an emergency situation and a list maintained by the Emergency Response Coordinator. Include anyone who has mobility, visual or hearing impairment; anyone who is a senior citizen, or anyone who has young children. This list will be updated annually and should include the resident's name, telephone number, unit number, and a description of the resident's special needs.

When the alarm sounds (or notification to evacuate is given), it is important to determine the nature of the emergency and act accordingly.

- **Elevators are not to be considered as an exit option unless clearance from the Fire Department is given.**
- Individuals who walk with assistive devices will need assistance.
- Individuals who are blind or partially sighted may have to depend on others to lead them, as well as their dogs, to safety during a disaster. (A guide dog could become confused or disoriented in a disaster.)
- Wheelchair users, who are on the main level of a building and can exit directly to the outdoors, should do so as quickly as possible.
- If disaster is clearly present and it becomes necessary to evacuate, it is the responsibility of the individual with the disability to request assistance. In general, these individuals must **not** be carried, except in an extreme emergency, due to risk of potential injury. If it is unavoidable, the individual knows best how he or she should be carried and should direct volunteers accordingly.

NOTE: If a physically challenged person or senior citizen cannot make it to the designated assembly area or lower floors, the person should be assisted to the stairwell and directed to remain there until the fire department personnel arrive. Be patient and remain calm; you will not be left unattended.

NOTE: If a person with a disability cannot get out of a unit at all, you should stay in your unit with the door closed. **Call 9-1-1 or (916) 808-1300** for Fire Department. Inform the Emergency Response Coordinator of your location so the proper authorities can be notified.

Employees/Occupants should be encouraged to keep all medications and other necessary items in a central location that is quickly accessible.

SHELTER IN PLACE PROCEDURES

“Shelter in Place” is an emergency response procedure often preferred when hazardous materials are released into the air. These could come from chemical spills, explosions, or fires at industrial facilities or on railcars, tanker trucks, barges, and planes. The hazardous materials could also be intentional releases of biological or radiological agents as an act of terrorism or war. During such an emergency, it is safer to seek immediate shelter rather than evacuating. Since the danger presented comes from airborne materials, the shelter should be exposed to outside air as little as possible.

The notice to “shelter in place” may be given in a number of ways. These include:

- Media via the Emergency Alert System
- Door-to-door notification – Voice
- Emergency Response Team Member – Voice
- Public address systems

Shelter in Place Procedures for employees-Training to be provided by Emergency Response Coordinator/Risk Manager

Employees should be educated prior to an emergency situation on how to shelter in place and when this measure would be necessary. Listed below are the specific steps.

After receiving notice of the need to shelter in place from Housing Authority employees, (Emergency Response Team Members) the media, or other information source, and employees should:

1. Immediately close and lock all windows and exterior doors.
2. Close window shades, blinds or curtains if there is a danger of explosion.
3. Turn off fans and the heating and air conditioning systems.
4. Close any fireplace dampers.
5. Get necessary supplies together.
 - First Aid Kit
 - Food and bottled water – Store 1 gallon of water per person in plastic bottles as well as ready-to-eat foods that will keep without refrigeration at the shelter-in-place location.
 - Flashlight, battery-powered radio, and extra batteries for both.
 - Duct tape and scissors.
 - Plastic sheeting, heavier than plastic food wrap.
6. Gather everyone, including any pets (if applicable), and go to an interior room – with few or no windows.
 - The room should be above the ground – some chemicals are heavier than air and may seep into rooms that are below ground level.

- If possible, the room should have a hard-wired phone available as cellular telephone equipment may be overwhelmed or damaged. A phone should be available to alert authorities of any life-threatening situations.
- 7. Use duct tape and plastic sheeting to seal all cracks around the door, windows, and vents in the room.
- 8. Use the radio (or television if present) to stay informed of conditions. Authorities will announce the end of the emergency situation or call for evacuations of at-risk locations. Stay in this location until an all clear is given or evacuations are begun.

Once the emergency situation is over, open all doors and windows to allow fresh air in. Everyone should also go outside.

Shelter in Place Procedures for Employees and Visitors

Planning – Emergency Response Coordinator will:

Select as many locations as needed to accommodate employees and visitors comfortably. Any location chosen should be an interior room, above ground level with the fewest windows or vents. The people seeking shelter should have enough room to sit and overcrowding should be avoided. Locations that work well for sheltering in place include:

- Large closets
- Utility rooms
- Pantries
- Public Rest Rooms
- Copy and conference rooms without exterior windows

Avoid selecting a room with mechanical equipment like ventilation blowers or pipes because this equipment may not be able to be sealed from outdoors.

The ability to communicate is critical. Some shelter locations may have hard-wired telephones if it becomes necessary to report a life-threatening condition, if cellular telephone equipment becomes overwhelmed or damaged during an emergency.

Train a few employees on the building's mechanical systems so that all fans and heating and air conditioning systems can be shut off. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.

Disaster supplies should be kept on hand. These include:

- Nonperishable food – i.e., candy or snack bars, dried fruit
- Bottled water

- Battery-powered radios
- First aid supplies
- Flashlights
- Batteries
- Duct tape
- Plastic sheeting that is heavier than food wrap
- Plastic garbage bags

Supplies should be checked frequently and refilled/replaced as necessary.

Immediately upon receiving notice of the need to shelter in place:

- Cease business operations.
- Activate the Emergency Response Plan.
- Employees and visitors should not leave the building; inform them of the emergency situation and the need to shelter in place. Staying at that location is safer than trying to get to another location. Employees and visitors cannot be forced to shelter in place; however, if an occupant insists on leaving, advise him or her that by leaving he or she may be exposed to toxic agents.
- Unless there is an imminent threat, allow employees and visitors the option of contacting someone to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. Change the voice mail message to inform callers that the building is closed and that employees and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors and any other openings to the outside.
- Close window shades, blinds or curtains if there is a danger of explosion.
- Have the employees who are familiar with the building's mechanical systems turn off all fans and heating and air conditioners.
- Use duct tape and plastic sheeting to seal all cracks around the door(s) and any vents into the room.
- Ask all the occupants to proceed to the shelter location(s).
- Write down the names of everyone in the room and call Emergency Personnel to report the names of all individuals sheltering in place at that location.
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas of greatest risk in your community.

Once the emergency situation is over, open all doors and windows to allow fresh air in. All occupants should also go outside.

Shelter in Place Procedures for Employees in the Field

The following instructions should be given to employees who may at some time be working away in the field.

If an employee is outside or in a vehicle when the notice to shelter in place is given:

- Get to a building, home, office or a public building immediately if possible and go inside and follow the shelter-in-place instructions given at that location.

If an employee is in a vehicle and unable to get to home or another building quickly and safely, he or she should:

- Pull over to the side of the road.
- Stop the vehicle in the safest place possible – in hot weather, try to get into the shade to avoid overheating.
- Turn off the engine.
- Close windows and vents and the heating or air conditioner.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio/TV regularly for updated advice and instructions.
- Do not attempt to drive until notification is given by public officials that it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the instructions of the law enforcement officials.

Local officials (fire, police) on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is the safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room that is being used will run out of oxygen.

Earthquake Procedure

Employees can greatly increase their chances of safety and survival, by being aware and prepared.

Our building is designed to withstand most earthquakes, and may sway in the event of one. Movement of the building may cause noise. This is partially the result of the building's design, in which consideration is given to movement. This is normal.

Earthquake Safety Procedures

If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- **DO NOT use the elevators.**

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.
- Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

What NOT to do:

- **DO NOT get in a doorway!** In modern houses and buildings, doorways are no safer, and they do not protect you from flying or falling objects. Get under a table instead!
- **DO NOT run outside!** Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass.

HIGH RISE OCCUPANCY

Evacuation of Occupants

Fire department personnel's first concern is YOU, not the property.

In an emergency, it may be necessary to move people from one floor to another. High rise buildings present a unique problem in that complete evacuation of a tall building is impractical.

NEVER USE THE ELEVATOR

When an alarm sounds, it rings on the floor of the emergency and 1 floor above and 1 floor below (Modern/Newer buildings). The alarm does not sound in the entire building unless there is a reason. For older buildings, the alarm sounds in the entire building.

Occupants on the fire floor and those immediately above or below will generally be relocated four (4) floors below the affected floors rather than evacuate the entire building.

If the alarm is sounding on the relocation floor, this indicates the fire condition may exist on more than one floor. In this case, evacuation from the building to the designated meeting place should occur.

NEVER GO UP in a building! You always want to go down as many floors as you can. You want to get to a floor where you do not hear the alarm sounding.

If you are on a lower floor (1-4) every effort should be made by you to evacuate the building and proceed to the designated assembly area. Please do not linger in the lobby or front plaza of the building.

If you can get to one of the stairways, that is good. The stairways have a fire protection rating of at least 2hrs. If you can proceed down the stairs that's fine, if not remain at the landing in the stairway. The fire department will always check the stairways for trapped individuals.

Tip: Residential

To become familiar with the exits closest to your unit, count the number of doors between your unit and the exit. In case the hallway is dark and need to exit, crawl/walk along the wall feeling for the number of doors to the exit.

Remember:

Crawl low under smoke.

Reminder:

If you have to leave your unit in hurry, be sure to TAKE YOUR KEY in case you have to return to your unit because the exits are blocked.

If you are in a wheelchair, mobile device or have a walker and can make it to the stairway, that is good, Stay in the stairway and fire department personnel will get to you. It is not a good practice to try to lift or carry a person down the stairs. Have them remain at the floor landing and reassure them that assistance is on the way

If you have a phone, call **911** or **(916) 264-5471** for police and **(916) 808-1300** for the fire department. Be sure to let them know specifically where you are located.

Things you should and should not do while waiting for emergency personnel

If you cannot get out of your unit/office or if there is too much smoke in the corridor, remain in your unit. Keep door closed and place wet towels under the door.

CALL 911 or **(916) 808-1300** for SFD. The fire department needs as much information about your whereabouts as possible. The more employees that call 911 will signal to the fire department that additional personnel and equipment is needed.

You can fill up the bath tub and sink with water in case you need it.

DO NOT BREAK ANY WINDOWS because this could allow smoke to get in your unit.

Residential: Each unit has a speaker system and the fire department will give instructions over the speaker (some locations).

EMPLOYEE TRAINING

All employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

At the time of an emergency, employees should be informed of the type of evacuation that is necessary and what their role is in carrying out the plan. In some situations, a partial evacuation of non-essential employees with a delayed evacuation of others may be necessary for continued operations. We must be sure that employees know what is expected of them during an emergency to assure their safety.

Sacramento Housing and Redevelopment Agency has chosen to train employees through classroom and practical presentations. **The training includes use of floor plans and workplace maps which clearly show the emergency escape routes included in the Emergency Response Plan. Color maps are available and posted at all times in every area of the building to provide guidance in an emergency.**

All employees need to be familiar with the SHRA Emergency Response Plan. Department supervisors along with the Emergency Response Team need to make sure that employees have reviewed the plan. **If additional training is needed, contact the Risk Management Department.**

The records of all employees training should be maintained by the building's Agency Risk Manager.

Before an emergency occurs, it is important that **all** employees:

KNOW the established emergency procedures for your department.

KNOW the hazards of any materials or equipment in your area.

KNOW at least two (2) means of egress from your work area and where they lead (Primary Exit/Secondary Exit).

KNOW the locations of fire alarm pull stations (if available).

KNOW the locations of portable fire extinguishers.

KNOW the type/class of the fire extinguishers

KNOW the designated assembly area for your building.

See building evacuation plans (site specific) for above information.

It is the responsibility of the Risk Management Department to ensure that all employees have been properly trained by their designated coordinator.

EVACUATION DRILLS

Being prepared for emergency situations will reduce the confusion which often occurs in such a situation. Being able to respond quickly and effectively will lessen the chance of loss of life.

Housing Authority Staff

- The Emergency Response Coordinator and Emergency Response Director should plan and assist with periodic drills.
- ALL employees of the selected floor/building MUST participate in the drill.
- The Emergency Response Coordinator and Emergency Response Director will notify Managers/Supervisors in advance of the date of the drill.
- Each drill will be thoroughly critiqued and evaluated by SHRA Emergency Response Team members.
- The Emergency Response Coordinator along with Managers/Supervisors will ensure that all employees are aware of exits and assembly areas prior to conducting drills.

NOTE: Employees who have been identified in Mission Critical Positions will be excused from participation.

Employees, Visitors and Other Building Occupants

- Periodic drills will occur throughout the year.
- Drills may be announced or unannounced.
- During a fire drill special attention should be given to employees with disabilities. It may also be helpful to advise other employees of the fire drill by placing a public notice in the main entrance of the building.
- All employees should take part in the fire drills. Employees not able to participate due to a specific reason need to contact their Emergency Response Coordinators. If the reason for not taking part is the employee's health, SHRA staff should determine how individuals would be evacuated in case of an emergency. Employees planning to be away for some time should be encouraged to notify the Housing Authority office. This will be of help in a roll call if an evacuation should occur.

General

- The Emergency Response Coordinator will prepare a brief report of the fire drill for future reference by the Risk Management Department. Included should be any problems encountered, any equipment or procedures that did not work and who did or did not participate.
- Every effort will be made to conduct drills in a swift and timely manner.
- All employees, contractors and guests are expected to follow the directions of the emergency evacuation personnel.

EMERGENCIES DURING NON-BUSINESS HOURS (SHRA Staff)

If a fire emergency occurs during non-business hours (evenings, weekends) activate an alarm pull station (if necessary), and leave the building by the nearest stairway or exit.

Upon hearing an alarm proceed with normal evacuation procedures as stated throughout this plan.

NOTE: Designated Emergency Response personnel may NOT be present in the building.

If you are not sure of the local alarm, call **911** or **(916) 808-1300** for SFD and notify the Fire Department of a fire at 801 12th Street, Administrative offices on the _____ floor.

NOTE 911 Dispatcher may require additional information such as:

- a. Nearest cross street (12th and H Street);
- b. Extent of the fire and exact location;
- c. Your name;
- d. Call back phone number.

DO NOT hang up the phone until told to do so by the **911** or SFD dispatcher!

If SHRA Emergency Response personnel are present they should proceed with their assigned responsibilities.

If the fire is small and contained, and you can safely do so, attempt to put it out with a fire extinguisher:

See "When to Use A Fire Extinguisher," page 30, and "How to Operate a Fire Extinguisher," page 31.

Meet the Fire Department at front entrance of the building or where deemed safe to meet to give them details on the fire.

All employees need to assemble at their designated Assembly Area.

If no designated SHRA Emergency Response personnel are on the premises, the most senior management person will act as the Emergency Response Coordinator.

Someone will need to be designated to meet emergency personnel (fire, ambulance, and police) at a safe location.

No person is to re-enter the building until an "**All Clear**" has been given by the local Fire Department or a designated SHRA representative, i.e., Response Coordinator, Property Manager.

WHEN TO USE A FIRE EXTINGUISHER

Only if you have been trained through SHRA or other training source in fire extinguisher operation should you attempt to extinguish a small fire. All other fires are the fire department's responsibility. A small fire is one that requires the use of **one (1)** portable fire extinguisher to extinguish the fire. Do not use water on flammable liquid, grease or energized electrical equipment. Using water on these can cause splattering or explosive spreading of the fire. Putting water on energized electrical equipment creates a shock hazard. If possible, turn off all electrical equipment involved in the fire by turning off the switch or circuit breaker or by pulling the plug.

For flammable liquid, grease or electrical fires, use a carbon dioxide, dry chemical or multi-purpose dry chemical fire extinguisher (distinguishable by a wide nozzle).

Some departments or other areas (i.e., Computer Rooms) are equipped with special fire extinguishers for protection of specialized equipment or processes. Check your department's special emergency plan for further information, and see the list of the types and locations of fire extinguishers in your department's Hazard Communication Plan.

When fighting a fire:

- Stay low and avoid breathing vapors as much as possible.
- Avoid exposure to extreme heat.
- Stay between the fire and the exit to avoid getting trapped.
- Do not stay in the room or area where there is any significant amount of smoke or where other toxic, biological or radioactive vapors may be present.
- Report all fires to the Risk Management office.

A portable fire extinguisher is a first response device and is very effective when used while the fire is small. The use of fire extinguishers that match the class of fire, by a person who is well trained, can save both lives and property. Extinguishers are to be mounted on the wall in conspicuous locations.

The immediate area around extinguishers is to remain clear at all times.

NOTE: The most common fire extinguisher present in SHRA office and residential environments is Class ABC Multi-Purpose, which can be used on most types of fires. In select locations CO₂ extinguishers are present.

HOW TO OPERATE A FIRE EXTINGUISHER

Remember the acronym

P.A.S.S.

P	>	P ull the pin
A	>	A im the extinguisher nozzle at the base of the flames
S	>	S queeze the trigger while holding the extinguisher
S	>	S weep the extinguisher from side to side, at the base of the fire

APPENDICES:

I. Emergency Response Team Members Contact information

II. Emergency Telephone Numbers Agency Personnel

III. Building Evacuation Routes

IV. Designated Assembly Areas

Appendix I.

Emergency Response Team Members Telephone Numbers

Lobby:		
Guard	ERC	Office: 916-449-1210
Second Floor:		
Wendell Garrett	ERC (Human Resources)	Office: 916- 440-1375
Vance Kelly	ERC (Procurement)	Office:
Third Floor:		
Daljit Dhanota	ERC (IT Department)	Office: 916-449-6214
Mark Henry	ERC (Finance)	Office: 916-449-6277 Cell: 559-707-4451
Fourth Floor:		
Adam Selvo	ERC (Development)	Office: 916-449-6247
Katia Licea	ERC (HCV)	Office: 916-449-6373
Carlos Nuno	ERC (HCV) (Back-up)	Office: 916-449-6387
Fifth Floor:		
Debbie Cyrus	ERC (Housing)	Office: 916-440-1314
Cecette Hawkins	ERC (Housing)	Office: 916-449-6218
Sixth Floor:		
Hellen Amsden	ERC (Administration)	Office: (916) 440-1319
Lira Goff	ERC (Legal)	Office: 916-440-1330
Vince Pearson	ERC (Risk Management)	Office: 916- 440-1374 Cell: 916- 716- 7508

NOTE: All Emergency Response Team Members can be identified by their **Orange Vests**

Appendix II.

Emergency Telephone Numbers

Risk Management

Vince D. Pearson

Cell Phone: (916) 716- 7508

Office Phone: (916) 440-1374

Public Information Officer

Angela Jones

Cell Phone: (916) 919- 3090

Office Phone: (916) 440- 1355

Maintenance Specialist

Mike Chism

Cell Phone: (916) 825-0152

Office Phone: (916) 449-6318

Appendix III.

Building Evacuation Routes:

First Floor

Second Floor

Third Floor

Fourth Floor

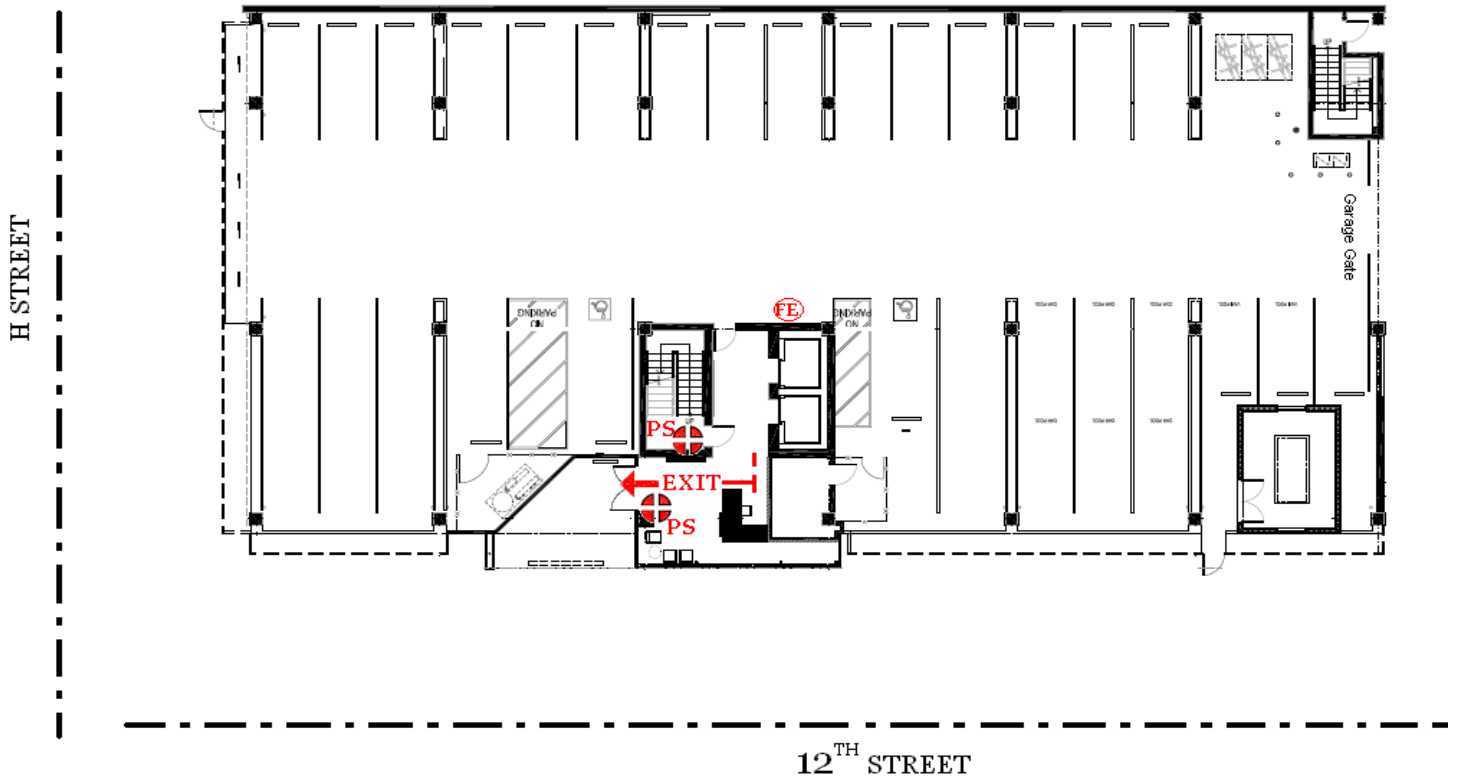
Fifth Floor

Sixth Floor

EMERGENCY RESPONSE PLAN



801 12th Street

FIRST FLOOR/Parking Garage



← NORTH

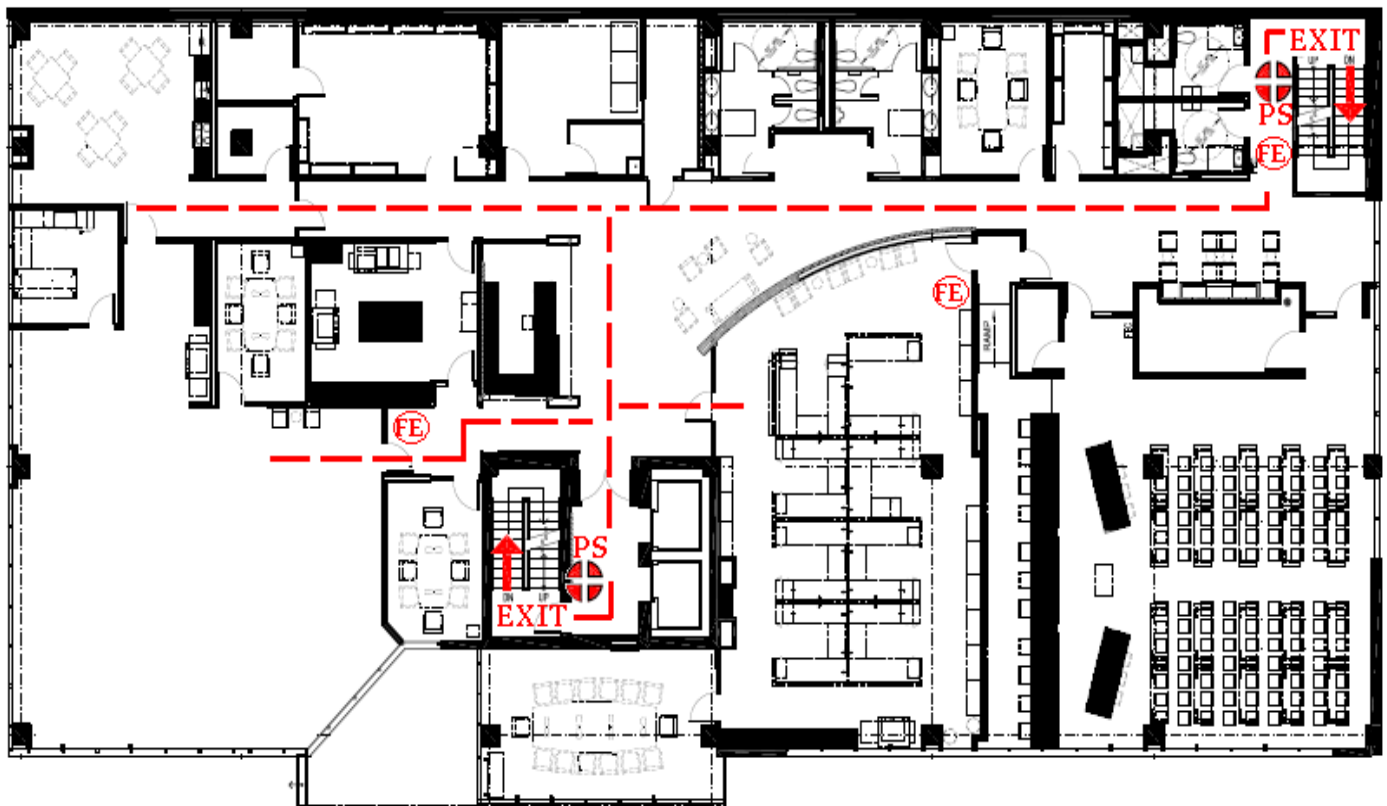
EMERGENCY PHONE NUMBERS
FIRE AND POLICE CALL 911

 PS FIRE ALARM FULL STATION
 FE FIRE EXTINGUISHER

EMERGENCY RESPONSE PLAN



801 12th Street

SECOND FLOOR



← NORTH

EMERGENCY PHONE NUMBERS
FIRE AND POLICE CALL 911

 PS FIRE ALARM FULL STATION
 FE FIRE EXTINGUISHER

EMERGENCY RESPONSE PLAN

801 12th Street

THIRD FLOOR



← NORTH

EMERGENCY PHONE NUMBERS
FIRE AND POLICE CALL 911

 PS FIRE ALARM FULL STATION
 FE FIRE EXTINGUISHER

EMERGENCY RESPONSE PLAN



801 12th Street

FOURTH FLOOR



← NORTH

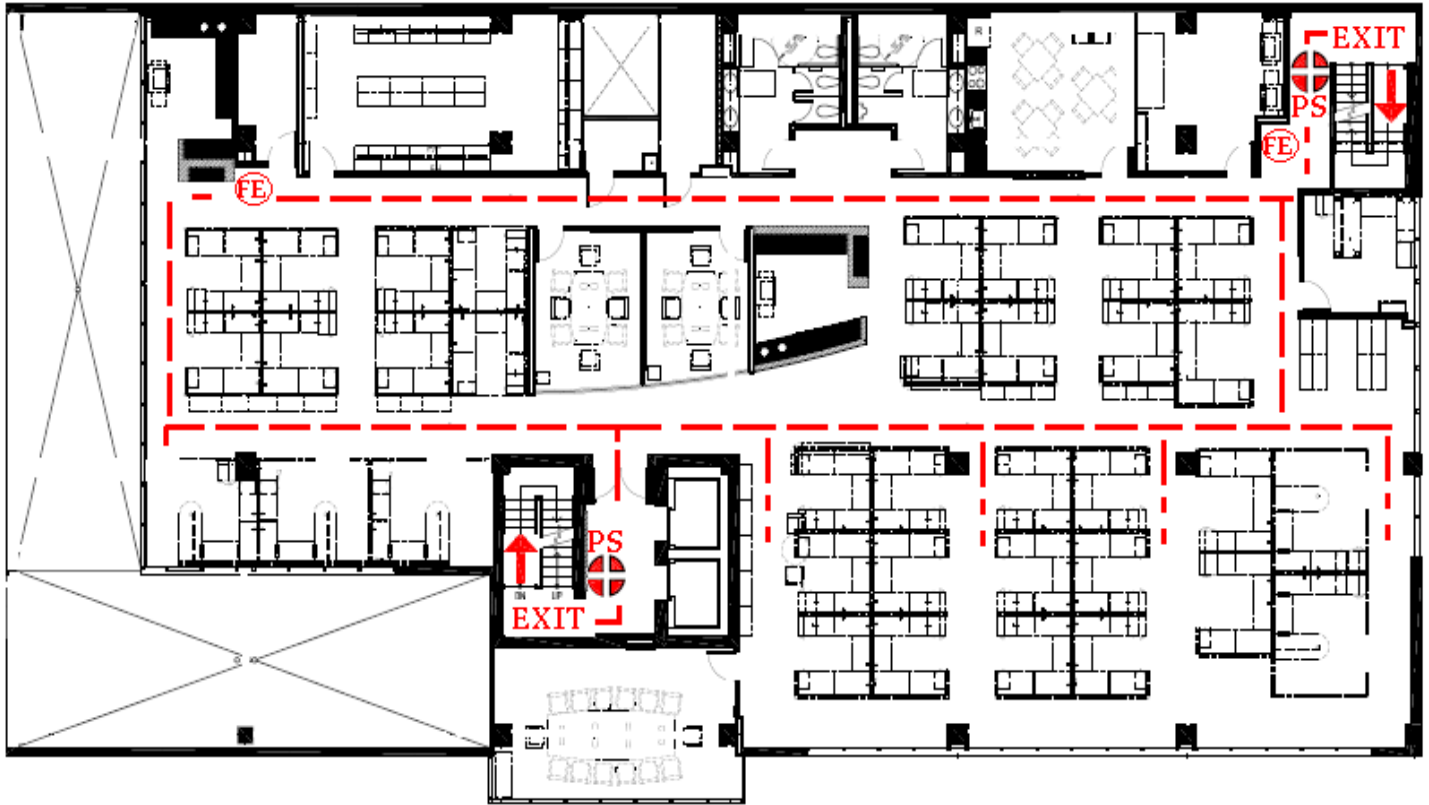
EMERGENCY PHONE NUMBERS
FIRE AND POLICE CALL 911

 PS FIRE ALARM FULL STATION
 FE FIRE EXTINGUISHER

EMERGENCY RESPONSE PLAN

801 12th Street

FIFTH FLOOR



← NORTH

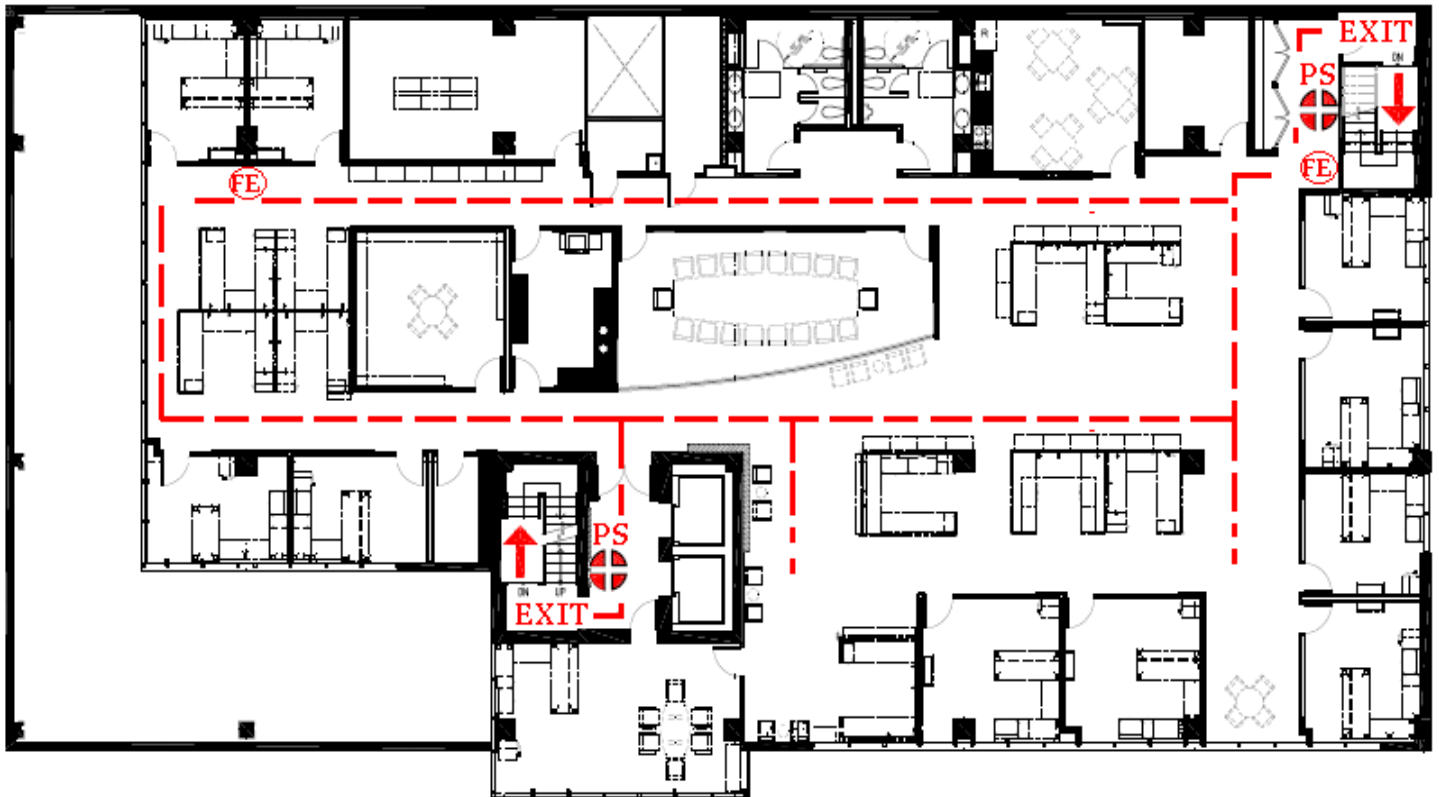
EMERGENCY PHONE NUMBERS
FIRE AND POLICE CALL 911

PS FIRE ALARM FULL STATION
FE FIRE EXTINGUISHER

EMERGENCY RESPONSE PLAN


801 12th Street

SIXTH FLOOR



← NORTH

EMERGENCY PHONE NUMBERS
FIRE AND POLICE CALL 911

 PS FIRE ALARM FULL STATION
 FE FIRE EXTINGUISHER

Appendix IV.

Designated Assembly Area

