

# **CITY OF RED BLUFF**



## **INJURY AND ILLNESS PREVENTION PROGRAM**

**June 2022**

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## **Policy**

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

Our IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

## **Responsibility**

The City Manager or an assigned designee is the IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

Employees, or a designated representative, will be provided access to the IIPP in a reasonable time, place and manner, but no later than five business days of a request to their manager or supervisor. Access will include a printed copy of the IIPP for their department or if the employee agrees, unobstructed access to the document through our website [www.cityofredbluff.org](http://www.cityofredbluff.org).

## **Compliance**

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

## **Communication**

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. The City's Hazardous/ Unsafe Condition Report form is included in Appendix A. Hazard report forms may be submitted directly to the immediate supervisor and will be discussed at the appropriate employee staff or safety meetings. If the hazard affects more than one department, the form will be forwarded to the Human Resources & Risk Management Analyst.

Employees can report workplace hazards anonymously by calling, e-mailing or filing a written report to the attention of Human Resources.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Safety training programs.
- Periodic safety communication during employee meetings.
- Posted or distributed safety information.

## **Hazard Assessment (Appendix C)**

Periodic inspections will be conducted on a quarterly basis to evaluate physical hazards, use of hazardous materials, and safe work practices. The appropriate manager or supervisor will review inspection results and the effectiveness of corrective actions.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

## **Hazard Correction**

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

## **Accident/Incident Investigations**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

The responsible supervisor of the employee will investigate all accidents and incidents promptly. The supervisor is required to complete the Supervisor's Report of Employee Injury form included in Appendix B and the DWC1 Claim form. All forms will be completed within 24 hours and forwarded to Human Resources within three days of notification of the accident.

## **Training**

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The Employee Safety Training matrix, located in Appendix D, outlines specific training requirements.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established.
- New employees are hired.
- Employees are reassigned to a new area or task with no prior training.
- New substances, operations, or equipment are introduced.

## **Record Keeping**

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers.
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up.
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken.
- Regular program review.

**Appendix A**  
**Employee Hazardous/Unsafe Condition Report**

**Reporting Hazardous/Unsafe Condition\***

Department: \_\_\_\_\_

Person Reporting: (optional) \_\_\_\_\_ Contact Information (optional): \_\_\_\_\_

Location of Hazard: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Date and time the condition or hazard was observed: \_\_\_\_\_

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, the Safety Officer or a member of the Safety Committee.

Description of unsafe condition or hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What changes would you recommend to correct the condition or hazard? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: (optional) \_\_\_\_\_ Date: \_\_\_\_\_

**Management Investigation**

Name of person investigating unsafe condition or hazard: \_\_\_\_\_

Results of investigation. What was found? Was condition unsafe or a hazard? (Attach additional sheets if necessary.)

\_\_\_\_\_

\_\_\_\_\_

Proposed action to be taken to correct hazard or unsafe condition:

\_\_\_\_\_

Signature of Investigating Party: \_\_\_\_\_ Date: \_\_\_\_\_

Date reporting employee was notified of action taken (if not an anonymous report) \_\_\_\_\_

\*. We encourage our employees to report hazards and commend them for their safety awareness.

**Appendix B - Supervisor's Report of Injury**

Employee name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Volunteer:  Yes  
 No

Hire date: \_\_\_\_\_ Injury date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Date reported: \_\_\_\_\_

Location of accident (be specific): \_\_\_\_\_

Describe injury and ensuing treatment: \_\_\_\_\_

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

Contributing causes:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Corrective action implemented (engineering, administrative): \_\_\_\_\_

Corrective action follow up date(s): \_\_\_\_\_

Investigation completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Continue report on separate pages as needed. Attach statements made by injured employee and/or witnesses.**

**Appendix C1 - Hazard Inspection Checklist – General Office Environment**  
**Page 1 of 2**

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Ref #	Area/Category	OK	Action Needed	N/A
<b>Building Exterior</b>				
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	No large cracks or pot holes in parking lot			
4.	Sidewalks do not pose tripping hazards			
5.	Guard rails secure			
<b>Emergency Readiness</b>				
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Bloodborne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
<b>General Environment</b>				
15.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
16.	Desks, chairs, cabinets, tables and furniture in good condition			
17.	Stairs and handrails in good condition			
18.	Shelves and bookcases secured and not overloaded			
19.	Heavy items are not stored above shoulder height			
20.	Office desk and file drawers are closed when not in use			
21.	Approved step stools or ladders are available to reach overhead items			
22.	Restrooms are in clean and sanitary condition			
23.	State/Federal labor postings are complete and posted in employee common areas			
24.	OSHA 300A Log is posted in employee common area (Feb. 1 – April 30)			
25.	Evacuation maps are posted			
26.	HVAC filters are changed and documented on a regular basis			
<b>Electrical</b>				
27.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
28.	Cords are secured to prevent tripping hazard			
29.	Extension cords are used only for temporary power			
30.	Multi-extension cords are not in use			
31.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
32.	Lighting in all areas is adequate			



Ref #	Area/Category	OK	Action Needed	N/A
33.	Electrical panels are accessible (36"unobstructed access) and breakers are identified			
34.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			

**Appendix C1 - Hazard Inspection Checklist – General Office Environment**  
Page 2 of 2

Ref #	Area/Category	OK	Action Needed	N/A
<b>Hazardous Materials</b>				
35.	Chemicals are stored properly			
36.	Chemicals are labeled with content and hazards			
37.	Safety Data Sheets (SDS) are available for all hazardous chemicals			
38.	Household chemical products being used for routine cleaning (no SDS required)			
<b>Appliances/Utensils</b>				
39.	Kitchen appliances are clean and in good condition			
40.	Kitchen knives are stored in a knife block or separately from other utensils			
41.	Pot holders are available if cooking appliances are used			
42.	Mats are in place where water could be present on floor (sinks, water & ice dispensers)			
<b>Additional hazards identified during inspection</b>				

Ref #	Location	Corrective Action Taken	Assigned To	Completion Date

Attach additional sheet if necessary

**Corrective Action**  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C2 - Hazard Inspection Checklist – Maintenance Shop and Corp Yard**  
**Page 1 of 3**

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Ref #	Area/Category	OK	Action Needed	N/A
<b>Building Exterior</b>				
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	Sidewalks do not pose tripping hazards			
4.	Yard ground surface in good condition (no large cracks, holes, excessive water)			
5.	Perimeter fencing in good condition and security locks in working order			
<b>Emergency Readiness</b>				
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Bloodborne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
15.	Evacuation maps posted			
<b>General Environment</b>				
16.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
17.	Floors are clean and in good condition			
18.	Lockers, chairs, cabinets, work tables and furniture in good condition			
19.	Work benches are clean and orderly			
20.	Shelving secure and not overloaded			
21.	Heavy items are not stored above shoulder height			
22.	Tools and materials are stored in an orderly manner			
23.	Office desk and file drawers are closed when not in use			
24.	Guardrails are in place for all second level storage			
25.	Approved step stools and ladders are available to reach overhead items			
<b>Electrical</b>				
26.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
27.	Cords are secured to prevent tripping hazard			
28.	Extension cords are used only for temporary power			
29.	Multi-extension cords are not in use			
30.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
31.	Lighting in all areas is adequate			

City of Red Bluff  
Injury and Illness Prevention Program

Ref #	Area/Category	OK	Action Needed	N/A
32.	Electrical panels are accessible (36"unobstructed access) and breakers are identified			
33.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			





<b>Appendix D</b>  <b>CITY OF RED BLUFF</b> <b>EMPLOYEE SAFETY TRAINING MATRIX</b>	<b>Training Frequency</b>	<b>Cal/OSHA Section Reference</b>	<b>Administration</b>	<b>Fire</b>	<b>Parks Maintenance</b>	<b>Police</b>	<b>Public Works</b>	<b>Recreation Community Service</b>	<b>Water/Waste Water</b>
Aerial Devices	I/(3yr)	<a href="#">3646</a> , <a href="#">3648</a>		X	X		X		X
Aerosol Transmissible Diseases	I/A	<a href="#">5199</a>		X		X			
Aerosol Transmissible Diseases – Zoonotics (animal control)		<a href="#">5199.1</a>			X	X			
Asbestos Awareness	I/A	<a href="#">1529</a> , <a href="#">5208</a>		X			X		X
Battery Handling & Maintenance	I	<a href="#">5185</a>			X		X		X
Bloodborne Pathogens	I/A	<a href="#">5193</a>		X	X	X	X	X	X
Compressed Gas Safety	I	<a href="#">3301</a> , <a href="#">3304</a>		X	X		X		X
Confined Space Awareness	I/U	<a href="#">5157</a> , <a href="#">5158</a>							
Confined Space Entry	I/U	<a href="#">5157</a> , <a href="#">5158</a>		X			X		X
Defensive Driving (staff who drive while at work)	I	<a href="#">3203</a>	X	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	<a href="#">3203</a>	X	X	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	I	<a href="#">2299 - 2974</a>		X	X		X		X
Emergency Action/Fire Prevention	I/U	<a href="#">3220</a> , <a href="#">3221</a>	X	X	X	X	X	X	X
Emergency Eye Wash	I	<a href="#">5162</a>		X	X		X		X

Training Frequency: I – Initial Exposure/New Employee    A – Annual    U – Update/Change    C – Certification

<b>Appendix D</b>  <b>CITY OF RED BLUFF</b> <b>EMPLOYEE SAFETY TRAINING MATRIX</b>	<b>Training Frequency</b>	<b>Cal/OSHA Section Reference</b>	<b>Administration</b>	<b>Fire</b>	<b>Parks Maintenance</b>	<b>Police</b>	<b>Public Works</b>	<b>Recreation Community Service</b>	<b>Water/Waste Water</b>
Equipment Operation Safety (department specific)	I/U	<a href="#">Title 8 Index</a>	X	X	X	X	X	X	X
Ergonomics - Office	I	<a href="#">5110</a>	X	X	X	X	X	X	X
Ergonomics – Back Safety	I	<a href="#">5110</a>	X	X	X	X	X	X	X
Excavation/Trenching/Shoring	I	<a href="#">1540</a>			X		X		X
Fall Protection	I	<a href="#">1670</a>	X	X	X	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	<a href="#">3400</a>	X	X	X	X	X	X	X
Forklift	I/C (3yr)	<a href="#">Article 24</a>		X	X		X		X
Hazard Communication (General)	I/U	<a href="#">5194</a>		X	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	<a href="#">5192</a>		X	X		X		
Hearing Conservation	I/A	<a href="#">5095</a>		X	X		X		X
Heat Illness Prevention	A-Spring	<a href="#">3395</a>		X	X	X	X	X	X
Heavy Equipment Operations	I/U	<a href="#">1590 - 1596</a>		X	X		X		X
Injury & Illness Prevention Program	I/U	<a href="#">3203</a>	X	X	X	X	X	X	X
Ladder Safety	I	<a href="#">3276</a>	X	X	X	X	X	X	X

Training Frequency: **I** – Initial Exposure/New Employee    **A** – Annual    **U** – Update/Change    **C** – Certification

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Lead Awareness	I/A	<a href="#">5216</a>		X	X		X		X
Lockout/Tag Out	I/U	<a href="#">3314</a>		X	X	X	X		X
Machine Shop Safety	I	<a href="#">3940</a>		X	X		X		X
New Employee Safety Orientation/Specific Job Hazards	I	<a href="#">3203</a>	X	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<a href="#">3203</a>		X	X		X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	<a href="#">3380, 3385</a>		X	X	X	X		X
Pesticide Use Safety	I/U	<a href="#">5194</a>			X				X
Respiratory Protection	I/A	<a href="#">5144</a>		X	X	X	X		X
Rigging/Hoisting	I	<a href="#">5006</a>		X	X		X		X
Scaffold Safety	I/U	<a href="#">1637</a>					X		X
Standard Operating Procedures (department specific)	A	N/A		X		X	X		X
Supervisor Safety Training (designated employees)	I/U	<a href="#">3203</a>	X	X	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	<a href="#">Article 20</a>		X	X	X	X	X	X
Traffic Control & Flagger Training	I	<a href="#">1599</a>			X	X	X		X

Training Frequency: **I** – Initial Exposure/New Employee    **A** – Annual    **U** – Update/Change    **C** – Certification



<b>Appendix D</b>  <b>CITY OF RED BLUFF</b> <b>EMPLOYEE SAFETY TRAINING MATRIX</b>	<b>Training Frequency</b>	<b>Cal/OSHA Section Reference</b>	<b>Administration</b>	<b>Fire</b>	<b>Parks Maintenance</b>	<b>Police</b>	<b>Public Works</b>	<b>Recreation Community Service</b>	<b>Water/Waste Water</b>
Tree Work	I	<a href="#">3421</a>			X		X		X
Welding & Cutting Safety/Fire Watch/Hot Work	I	<a href="#">4799, 4848</a>		X			X		X
Wildfire Smoke Protection	I	<a href="#">5141.1</a>		X	X	X	X	X	X
Workplace Violence	I	<a href="#">3203</a>	X	X	X	X	X	X	X

Training Frequency: I – Initial Exposure/New Employee    A – Annual    U – Update/Change    C – Certification

# CITY OF RED BLUFF



# EMERGENCY ACTION PLAN

**June 2022**

*Updated October 2023*

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### Appendices

- A. Aircraft Down or Explosion
- B. Bomb Threat
- C. Earthquake Procedures
- D. Fire
- E. Flooding
- F. Infrastructure or Utility Failure
- G. Medical Emergencies
- H. Tornado
- I. Workplace Violence and Active Shooter Incident Response
- J. Emergency Evacuation Map
- K. Assembly Area

**Purpose**

The City of Red Bluff (City) has developed this Emergency Action Plan in accordance with the requirements of Title 8, Section 3220 of the California Code of Regulations. The purpose of the Emergency Action Plan is to prepare employees for dealing with emergency situations. This plan applies to all emergencies that may reasonably be expected to occur at the City of Red Bluff.

**This Plan applies to Red Bluff City Hall at 555 Washington Street in Red Bluff, California, and all persons occupying the City office.**

The purpose of this plan is to provide organized procedures for protecting employees and guests, and minimize the consequences of an emergency. The specific procedures within this document are designed to be flexible. They are not all inclusive, nor are they intended as a rigid set of rules. In certain situations and circumstances common sense should apply and should be readily and willingly utilized.

**Responsibilities**

The City Manager is in charge during emergency situations and will make the required decisions necessary to maintain the safety of employees and guests.

The Emergency Response Team (ERT) consists of the City Manager, Plan Managers and coordinators as follows:

<b>Name</b>	<b>Role</b>	<b>Office Number</b>	<b>Mobile</b>
Tom Westbrook	City Manager	530-527-2605 ext. 3061	
Michael Bachmeyer	Plan Manager	530-527-1126 ext. 3024	
Kyle Sanders	Plan Manager	530-527-3131 ext. 3018	
Scott Garrison	Plan Manager	530-527-2605 ext. 3051	
Beth Lindauer	Plan Coordinator	530-527-2605 ext. 3059	
Paul Young	Plan Coordinator	530-527-2605 ext. 3050	
R. Scott Miller	Plan Coordinator	530-527-2605 ext. 3063	

*Plan Managers* – The Human Resources Administrator, the Fire Chief and Police Chief are the designated Emergency Plan Managers and are authorized to:

## City of Red Bluff Emergency Action Plan

- Ensure all employees are trained on their responsibilities within this plan and maintain all training records pertaining to this plan
- Schedule routine tests of the emergency notification system with the appropriate authorities
- Coordinate with local public resources, such as fire department and emergency medical personnel, to ensure they are prepared to respond as detailed in this plan

*Plan Coordinators* - The Emergency Plan Coordinators are responsible for:

- Instituting the EAP in their designated areas in the event of an emergency
- Assisting employees and visitors who need help during an evacuation
- Training supervisors and employees in the procedures outlined in this plan

*Employees* - City employees should be familiar with this plan, know their duties and responsibilities, and participate in trainings and drills. In addition, employees are responsible for:

- Notifying their manager, or an ERT member of any potentially dangerous conditions
- Assisting guests and disabled persons in their areas in the event of an emergency when it is safe to do so
- Exiting the building when an evacuation order is given, the alarm has been activated, or an alert has been sounded
- Being familiar with emergency procedures, exit routes, and evacuation assembly areas

*Contractors* - Contractors are responsible for complying with this plan and following directives from the ERT and public safety authorities.

### Identifying and Evaluating Emergency Situations

The ERT has identified potential emergency situations and developed appropriate response procedures as outlined in this plan. This plan will be modified as warranted. Procedures for the following emergency situations are included in the appendices:

Active Shooter Incident	Flooding
Aircraft Down or Explosion	Infrastructure or Utility Failure
Bomb Threat	Medical Emergencies
Earthquake Procedures	Tornado
Fire	Workplace Violence/Active Shooter Incidents

### Reporting Emergencies

Each employee will need to determine the best course of action based on the situation and circumstances. Additional guidelines are included in situation specific sections. In general, the methods of reporting emergencies include:

- Calling 911 or (530-527-3131) for fire, police, or ambulance
- Immediately contacting an ERT member. The team member will determine the most appropriate response and identify if it is necessary to activate emergency procedures.

Non-Emergency numbers:

Fire Non-Emergency	530-527-1126
Police (non-emergency)	530-527-3131
PG&E 24-hour Emergency & customer service	800-743-5000
PG&E 24-hour Power Outage	800-743-5002
SMUD (Downed power lines)	888-456-SMUD (7683) or 911
California Highway Patrol Info/Non-emergency	800-TELL CHP (835-5247)
National Weather Service	415-936-1212
Suicide Prevention Hotline	916-645-8866
UC Berkeley Seismology Center	510-642-2160

Upon being notified of an emergency the ERT member will determine if emergency procedures should be activated and, if so, if the building should be evacuated or its occupants asked to shelter in place. [Procedures for responding to specific emergencies are located within this plan.](#)

## **Evacuation**

Emergencies may require City staff and guests to evacuate the building to the designated assembly area – **Back parking lot near the curbed area on Jefferson Street.**

The ERT members have full responsibility and will provide direction for all City employees until public safety authorities arrive. Control will then be relinquished to those authorities and staff will provide support and assistance as necessary. Evacuation procedures will be immediately implemented if the building alarm is activated.

ERT members will assist others in evacuating, including those persons with special needs or injuries. They will also account for building occupants after evacuating. Employees may be enlisted to help other employees when such assistance can be safely provided. Evacuation routes are posted throughout City Hall.

## ***Evacuation Procedures***

## **ERT Members**

- Identify if the incident requires activation of emergency procedures.
- Assist with evacuating personnel and minimizing property loss.
- Ensure emergency services are called when necessary.
- Each ERT member will have an Emergency Kit containing a copy of this plan, personnel checklist for each area, flashlight, notepad, and pen.

### **All Employees**

- ✓ Do not turn back for any reason (i.e. items left behind).
- ✓ Remain calm at all times. Do not panic.
- ✓ Walk quickly; do not run, to the exit closest to your area. The designated exits are in the front, side, and back areas of the building.
- ✓ Keep to the right in halls and stairways. Walk in single file.
- ✓ Use hand rails when proceeding down stairs.
- ✓ Persons needing assistance should be assisted through stairwells. Crutches or wheelchairs should not be taken into stairwells.
- ✓ Utilize the escape route designated for each exit and proceed to the back of the parking lot near the curbed area on Jefferson St.
- ✓ At the assembly area an ERT member will account for all employees, guests, and visitors. They will also arrange for necessary first aid. Report any missing employees to an ERT member, who will then report to the public safety authorities.
- ✓ In the event of a fire, be sure to notify the ERT member of the location and severity of the fire so the information can be communicated to the fire department.

### **Shelter in Place**

In some emergencies the best means of protection is to take shelter within the building. When there has been no direction from public safety authorities, the ERT will use available information, including local radio broadcasts, to determine the need for shelter in place. Specific procedures for sheltering in place are provided below.

#### ***Shelter-In-Place Procedures***

Shelter in place is an emergency response procedure most often taken when hazardous materials are released into the air. 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 as little outside air as possible. The notice to shelter in place may be given in a number of ways including:

- Directed by an ERT member
- Local news alerts via the Emergency Alert System

- Door-to-door notification
  - Public address systems
- 
- ✓ Upon receiving notice to shelter in place, immediately cease business operations and activate the following procedures:
  - ✓ Ask employees and visitors not to leave the building. Inform occupants of the emergency situation and the need to shelter in place. **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.
  - ✓ Close exterior doors and any other openings to the outside.
  - ✓ Management familiar with the building's mechanical systems will turn off all fans, heating and air conditioning systems.
  - ✓ Turn on call-forwarding or alternative telephone answering systems or services. Change the main voice mail message to inform callers that the City offices are closed.
  - ✓ ERT members will collect the names of everyone in the shelter area, including visitors and guests.
  - ✓ Monitor the radio or television until an "all clear" or evacuation order is received.

## **Training and Drills**

### ***Training***

Training for staff will be the responsibility of the ERT members. Employees must have thorough knowledge of the emergency response procedures, and evacuation routes for their areas prior to any emergency situation.

No employee will be asked or expected to perform a task that would place him or her at risk of personal injury or for which he or she has not received appropriate training and equipment. The records of all training will be maintained by the Plan Manager. General training for all employees will address:

- Individual roles and responsibilities
- Information about threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Emergency response procedures for various threats
- Evacuation and shelter in place procedures
- Location and use of common emergency equipment

Employees will be trained in evacuation and shelter in place procedures at least annually and when exercises show that employee performance must be improved.



### ***Drills***

Preparation for emergency situations will reduce the confusion that often occurs in the midst of emergencies. Quick and effective responses to emergencies will mitigate the impact of those emergencies. Announced and unannounced drills will be conducted periodically. All office occupants must participate.

The results of the drill will be evaluated to determine the following:

- Did staff respond in the manner anticipated in the Plan?
- Did the chain of command work effectively?
- Were the communication links appropriate?
- Were the procedures appropriate?
- Were the appropriate public safety authorities called and did they respond?
- Did designated personnel meet the public safety authorities?
- Were there any important actions not attended to?

### **Post-Incident Procedure**

Once an incident is over and the recovery operation is in place, it is critical to review the events as soon as possible. Post-incident review is an evaluation of incident response used to identify and correct weaknesses, as well as determine strengths and promulgate them. It will be used to support revision of this emergency action plan, as necessary.

The post-incident review will consist of the following procedures:

1. Review the entire event in an effort to determine what happened and when. The following list of questions will serve as a guide through this part of the PIR process:
  - What happened and when?
  - How well does the actual response compare with the written procedures?
  - What worked well and what did not work well?
  - What can be learned from what happened?
  - How do we avoid repeating mistakes?
  - What are the implications of what just happened?
  - Are program and plan revisions needed?

2. Review and assess the threat of these circumstances occurring again.
3. Revise the emergency action plan as necessary.
4. Practice and drill on the new plan.
5. A written report of the post-incident review will be kept on file by the Plan Manager.

## **Emergency Supplies**

Each ERT member has an emergency kit containing:

- A copy of this Plan
- Personnel checklist for each area
- Flashlight and spare batteries
- Notepad and pen

Supplies must be replenished after use in an emergency or drill and as they expire and need replacement.

There is a first aid kit located in the copy room, the police department and the fire department.

In the event of an extended stay on location after an evacuation or shelter in place emergency a three-day supply of water is available for up to 50 persons.

## **Appendix A**

### **Aircraft Down or Explosion**

Contact emergency responders immediately. Give all information to the dispatcher and stay on the line for emergency directions.

#### **If inside a directly impacted building:**

- Remain inside the building until it is safe to exit.
- Evacuate the building as quickly and calmly as possible utilizing evacuation instructions herein.
- Follow direction of emergency response personnel.
- Assist others in exiting the building and move to the designated evacuation areas.
- Remember to take personal necessities (glasses, keys, medications) with you.
- If there is a fire, stay low to the floor and exit the building as quickly and safely as possible.
- If you are trapped in debris, attempt to notify responders of your location.

#### **If outside of a directly impacted building:**

- Follow drop and cover procedures.
- Proceed to a designated safe evacuation area.
- Follow emergency response personnel directions and instructions.
- Keep streets and walkways clear for emergency vehicles and crews.
- Do not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

## Appendix B

### Bomb Threat and Checklist

#### General Information:

- Most bomb threats are false and primarily intended to elicit a response from building occupants. However, **no bomb threat should be assumed fake.**
- Staff should become familiar with work areas and help to identify unusual boxes or objects in their areas. Maintaining good housekeeping throughout all areas will be helpful.
- If a potentially harmful device is found, contact an ERT member who will notify the appropriate local public safety authorities.

#### Phone Threat:

- Remain calm.
- Immediately refer to the telephone bomb threat checklist below.
- Record the information shown on the telephone display window.
- Engage the caller as long as you can and compile as much information as possible.
- Try not to upset the caller at any time.
- Pay attention to any background noise and distinctive sounds (traffic, machinery, voices, music, television, radio).
- Note characteristics of the caller's voice (gender, age, education, and accent).
- Attempt to obtain information on the location of the device (building, floor, or room).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify an ERT member.
- If the threat was left on your voicemail, do not erase.

#### Written Threat:

- Handle the document as little as possible and deliver it to the ERT member as soon as possible.
- If the threat should come via e-mail, save the information.

#### Evacuation:

1. Do not attempt to notify or evacuate an entire building.
2. The ERT member will call the police and provide the instructions given by police.
3. The decision to evacuate is handled on a case by case basis and is a unified decision made by the ERT and based on instructions given by the police.

**Bomb Threat Checklist**

**Name:** \_\_\_\_\_ **Number/extension:** \_\_\_\_\_

<b>REMAIN CALM</b>			
Call received: ____:____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Call ended: ____:____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
Call came in on #: _____	Caller ID?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	
<i>Exact words of caller: (Attempt to prolong the call by asking him/her to repeat the threat.)</i>			
<b>Questions to ask the caller:</b>			
1 When will the device detonate or activate?			
2 Where is the device located?			
3 What kind of device is it?			
4 What does the device look like?			
<b>Voice Description</b>			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent?
<input type="checkbox"/> Female	<input type="checkbox"/> Middle-aged	<input type="checkbox"/> Nervous	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Old	<input type="checkbox"/> Refined	Speech impediment?
		<input type="checkbox"/> Rough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe: _____		Describe: _____	
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building? How?</i>			
<i>Unusual phrases:</i>			
<b>Background Noise:</b>			
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Horns	<input type="checkbox"/> Whistle	<input type="checkbox"/> Radio
<input type="checkbox"/> Music	<input type="checkbox"/> Machinery	<input type="checkbox"/> Bells	<input type="checkbox"/> Other _____
<input type="checkbox"/> Traffic	<input type="checkbox"/> Motor	<input type="checkbox"/> Tape recorder	_____

## Appendix C

### Earthquake Procedures

#### **Immediate action if you are inside:**

- Move to the interior of the building, away from windows.
- If possible, get underneath a solid desk or table or get as close to the center of the building under permanent doorways.
- Protect your eyes, head, spine, neck and shoulders as much as possible.
- Stay away from temporary walls or partitions and free-standing objects such as file cabinets, supply cabinets, etc.
- Do not attempt to evacuate the building, as you may be injured by falling debris.

#### **If in an elevator:**

- If the power fails, the elevator lights will go off.
- Be patient. You will be rescued as soon as possible.

#### **Immediate action if you are outside:**

- Move to an open area away from trees, power lines, and buildings.
- Once in the open, get down low and stay there until the shaking stops.

#### **Immediate action if you are in a vehicle:**

- Stop as quickly and safely as possible.
- Move your car to a safe shoulder away from power lines and under/over passes.
- Stay in the car, set the parking brake, and turn on the radio for emergency broadcast information.
- If a power line falls on the car, stay inside until a trained person removes the wire.

#### **When the earthquake has subsided:**

- Check for injuries and fires. If someone has been injured or you discover a fire, call **911**.
- Shut off utilities if you smell gas.
- Do not turn on lights or other electrical equipment.
- Keep telephone lines available for emergency calls
- If you are inside a building, remain inside. Falling debris, electrical wires, gas leaks and

other hazards can cause extremely dangerous conditions outside.

- Do not use elevators.
- Follow the evacuation instructions from emergency response personnel.
- Follow the established procedures for fire, medical emergencies, or evacuation.
- Advise emergency responders of any impending property damage, that is, equipment that may fall onto furniture, water damage to vital records, etc.
- If possible, tune into the nearest emergency broadcast system.

## Appendix D

### Fire

A fire may include visible flames, smoke, or strong burning odors. The severity of the fire will dictate the appropriate response.

#### If the fire can be quickly extinguished:

- If the fire is small and controllable (e.g. small wastebasket), and if you have been properly trained, you may attempt to use the portable fire extinguishers to put out the fire.
- If at any point the fire becomes worse **do not hesitate** when initiating the urgent procedure above
- After successfully extinguishing the fire notify an ERT member.

#### If the fire cannot be extinguished:

- Immediately yell "**FIRE!**"
- Call **911**
- Check if anybody needs assistance.
- If the area is safe and you are willing, remove incapacitated persons or persons in immediate danger.
- Evacuate per the standard evacuation procedures and consider the following evacuation notes.

#### *Additional Evacuation Notes:*

- Feel the exit door before you start to open it. **If it is hot, do not open it. Seek an alternate exit.**
- If the door is not hot, open it slowly and note the condition of the area.
- If hallways are clear of fire and smoke proceed to the nearest unblocked exit.
- Do not use elevators.
- Evacuate the building via the nearest safe exit and proceed to the assembly area.
- If hallways are blocked with fire and smoke, close the door tightly and stay by a window until you are rescued.
- If you must go through an area filled with smoke, crawl on your hands and knees along the floor where smoke and heat are less dense.
- Alert other building occupants when able and as appropriate.
- Assist others in exiting the building as appropriate.



## City of Red Bluff Emergency Action Plan

- Turn **off** lights as you leave (if you feel it is safe to do so).
- Close doors as you leave (if you feel it is safe to do so).
- The fire department will control and make decisions at the scene of the fire upon arrival. The fire department will decide when to turn control of the scene back to the ERT.

## Appendix E

### Flooding

- The ERT will monitor the overall weather and activate an inter-office alert once an official flood watch is issued.
- When the water level has reached critical levels, employees will be notified to evacuate. The ERT members will circulate through the office making verbal notification and ensure employees are leaving the building immediately.
- In these circumstances the City office will be evacuated immediately and all personnel **MUST** evacuate at that time. Evacuation for flood purposes closes the office for the day, and all employees will go home.
- In the event an office closing occurs over the weekend, or while the office is previously closed or unoccupied employees will be notified to not to report for duty via email, and/or phone call from their direct supervisor.

## **Appendix F**

### **Infrastructure/Utility Failure**

It is understood that from time to time, the City building may experience infrastructure failures that could render the location unsafe, uninhabitable, or unusable. These failures include gas, electric, computer, water, or telephone system failures.

While most of these will not usually cause emergencies within the building or injuries to employees or guests, hazards may be created. Notify an ERT member should a failure occur. ERT members will direct all occupants (staff and visitors) to take appropriate action and assist those in need of assistance.

In the event first responders are called to the scene they will determine whether an emergency exists and the appropriate course of action.

Keep the following tips in mind:

- Tripping and falling hazards may exist due to darkness.
- Persons could be trapped in an elevator.
- There are potential issues resulting from extreme heat or cold.
- In the event of a more serious emergency inability to contact local public safety authorities might exist if telephones are not functional.
- Sanitation concerns.

The decision to evacuate the building will be made by an ERT member. Depending on the nature of the infrastructure failure, assistance and services may be brought in from public agencies or specialized contractors.

## Appendix G

### Medical Emergencies

#### CPR - Cardiopulmonary Resuscitation

##### ***Certified CPR Responder:***

- Call 911 and acquire an AED (if available).
- Check the area around the patient to ensure you will not be put in danger (e.g. electric wires, falling objects, other hazards).
- When the area is safe check the patient for responsiveness.
- Initiate CPR if necessary.
- Enlist someone to notify management and to direct EMS personnel to the site once they arrive.

##### ***Non Trained Responder:***

- Call 911 and follow their instructions.
- Enlist someone to notify management and provide direction for EMS personnel once they arrive.

#### First Aid Only

##### ***Certified First Aid Responder:***

- Check the area around the patient to ensure you will not be put in danger
- Designate someone to call 911 (if necessary) and follow any directions provided by the 911 operator.
- Designate someone to get the first aid kit located in the copy room, police department or fire department.
- Use universal precautions such as disposable gloves and, if needed, disposable masks to protect both you and the patient.
- Assist the patient to the best of your ability. Do not go beyond your level of training.
- Designate a person to notify management and to direct EMS personnel as they arrive.
- If you suspect a neck or back injury, do not move the patient unless they are in immediate danger.
- If trained in blood borne pathogens controls, use the BBP spill kit and proper personal protective equipment (PPE) to cleanup bodily fluids.
- Notify an ERT member of the first aid kit items used.

***Non Trained Responder:***

- Call 911 and follow their instructions.
- Enlist someone to notify management and provide direction for EMS personnel once they arrive.

## **Appendix H**

### **Tornado**

The ERT will monitor the local news or a NOAA Weather Radio to stay informed about tornado watches and warnings for the Red Bluff area. The ERT will activate an inter-office alert if a tornado watch is issued for the local area.

When a tornado warning has been issued the ERT members will provide all staff with direction. The following is general guidance.

#### ***If inside a directly impacted building:***

- Proceed to a small, windowless interior room or hallway on the lowest level of a sturdy building.
- If you are trapped in debris, attempt to notify responders of your location.

#### ***If you are caught outdoors:***

- Seek shelter in a basement, shelter or sturdy building.

#### ***If you cannot quickly walk to a shelter:***

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
- If flying debris occurs while you are driving, pull over and park.

#### ***Options as a last resort:***

- Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
- If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.

## **Appendix I**

### **Workplace Violence**

The City has adopted a proactive approach to preventing workplace violence by educating employees about how to recognize, react to and report violent or potentially violent incidents and behaviors.

City employees (excluding police) are prohibited from possessing firearms, weapons, or other dangerous devices in the workplace. This prohibition includes simulated or toy weapons. Furthermore, joking about violence or making false reports and unsubstantiated allegations about violence will not be tolerated and will be treated as a violation of company policy.

Definitions of violence under this policy include:

- **Threat:** Express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.
- **Violence:** Exertion of force or aggression with the intent of causing injury or abuse.
- **Verbal Violence:** Threats, verbal abuse, or harassment involving unwarranted acts or language designed to threaten, intimidate, or do harm.
- **Physical Violence:** Unwelcome physical conduct between two parties, including assault, sexual assault, and property damage caused by vandalism, arson, or terrorism.

In its efforts to mitigate the potential for workplace violence, the City is located in a secure building with local security provided by the City's Police Department, located in the center of the facility.

### **Procedures**

To help prevent workplace violence, it is also the employees' responsibility to actively participate in protecting themselves and other employees and to report incidents to the proper individuals.

### **Emergencies**

Call 911 for immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapons or drugs, or any crime in progress).

### **Reporting Disruptive Behavior and Violence Concerns**

Employees who witness disruptive behavior or behavior that could result in violence must immediately report the behavior to their supervisor, manager, or any ERT member.

### **Safety Rules for Workplace Violence Prevention**

Employees are expected to adhere to the following safety rules:

- Do not post alarm codes in public areas or share the alarm code with non-employees.
- Immediately report all incidents in the parking lot or areas surrounding the building to an ERT member so the incident can be documented and the police can be contacted if necessary.
- Immediately report suspicious or disruptive vendors or contractors to an ERT member.

### **Appendix I**

#### **Workplace Violence Continued**

- Avoid walking alone at night or in the early morning hours.
- Avoid poorly lit streets, alleys, or parking lots, when entering or leaving the City offices.
- Avoid areas of concealment such as shrubs, trees, and recessed building entrances.
- Be alert to your surroundings. Do not be overconfident.
- If someone is following you, create a disturbance and run toward an open building.
- Attackers expect passive victims, so walk with a steady pace appear purposeful and project confidence.
- If you must work alone (late at night or on the weekends) be sure that someone knows where you are and when you are expected to return.
- When leaving the City offices, look around the area outside before exiting the building.
- When leaving the City offices depart with another employee, if possible.
- Always lock your car doors, even while you are inside your vehicle.
- Park your vehicle in a well-lit area.
- Park your vehicle close to the building during early morning or evening hours.
- Before entering your vehicle, check the back seat and around the vehicle for anything unusual.
- Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
- Avoid wearing expensive jewelry, and keep your valuables secure when not in use.
- If you are being followed while driving, go to the police station or a well-lit, highly populated area.
- If you are approached by a homeless person, do not give him or her money.
- Security is available to escort individuals to their vehicles by calling 911, when there is a visible or perceived threat.



## **Appendix I**

### **Workplace Violence - Active Shooter Incident**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate immediately upon recognition of gun shots and rampage.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Try Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

#### **2. Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Seek protection if shots are fired (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

## **Appendix I**

### **Workplace Violence - Active Shooter Incident Continued**

#### **3. Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

#### **How to respond when law enforcement arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.
- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).

- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

**Information to provide to law enforcement or 911 operators:**

- ✓ Location of the active shooter.
- ✓ Number of shooters, if more than one.
- ✓ Physical description of shooter/s.
- ✓ Number and type of weapons held by the shooter/s.
- ✓ Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

**Appendix I**

**Workplace Violence - Active Shooter Incident Continued**

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

**Managing the consequences of an active shooter situation:**

After the active shooter has been incapacitated and is no longer a threat, the ERT along with human resources and/or management, will engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.

**City of Red Bluff  
Emergency Action Plan**

# **CITY OF RED BLUFF**



# **FIRE PREVENTION PLAN**

**June 2022**

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## **Purpose**

The purpose of our Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires in accordance with California Code of Regulations, Title 8, 3221.

The City of Red Bluff is committed to minimizing the threat of fire to employees, visitors, and property. Our Emergency Action Plan spells out the procedures for responding to fires. This plan serves to reduce the risk of fires by identifying the following:

- Materials that are potential fire hazards and ensuring their proper handling and storage
- Fire protection equipment and systems used to control fire hazards
- Person(s) responsible for maintaining equipment and systems
- Person(s) responsible for the control and accumulation of flammable or combustible material;
- Good housekeeping procedures to insure the control of accumulated flammable and combustible waste material and residues

## **Responsibility**

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

The Fire Chief is the designated Plan administrator and is responsible for:

- Ensuring the plan is implemented throughout the City
- Maintaining records pertaining to the plan
- Ensuring fire control equipment and systems are properly maintained
- Overseeing the control of fuel source hazards

Management and supervisors are responsible for:

- Implementing the plan elements within their respective departments
- Conducting employee fire safety training
- Notifying the Fire Chief when changes in operation increase the risk of fire.

Employees are responsible for:

- Following the plan requirements
- Completing all required training
- Conduct operations safely to limit the risk of fire
- Report potential fire hazards to their supervisors
- Follow fire emergency procedures

## Types of Hazards and Safe Work Practices

The following sections address the major workplace fire hazards at the City of Red Bluff's facilities and the procedures for controlling the hazards.

### Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. To prevent electrical fires:

- Make sure that worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Check electrical equipment to ensure it is properly grounded.

### Portable Heaters

All portable heaters must be approved by the Public Works Director. They must have tip-over protection that automatically shuts off the unit when it is tipped over. Adequate clearance between the heater and combustible furnishings or other materials must be maintained at all times.

### Office Fire Hazards

To prevent office fires:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure extension cords are not placed under carpets.
- Ensure trash and paper set aside for recycling is not allowed to accumulate.

### Cutting, Welding, and Open Flame Work

The Public Works Director will ensure:

- All necessary hot work permits have been obtained prior to beginning work.
- Cutting and welding are done by authorized personnel in the designated areas with adequate ventilation whenever possible.
- Equipment is regularly inspected and in good condition.
- Employees are wearing the required eye protection and protective clothing as appropriate.
- If welding is conducted in a confined space, the confined space permit and all testing requirements are reviewed and approved.
-



## Flammable and Combustible Materials

The Fire Chief will regularly evaluate the presence of combustible materials at the City of Red Bluff. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited.

### Class A Combustibles

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.

*Fire Extinguisher - Multi-purpose dry chemical (ABC)*

### Class B Combustibles

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

- Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
- Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

*Fire Extinguisher - Multi-purpose dry chemical (ABC) and Carbon Dioxide. Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse.*

## Smoking

Smoking is prohibited in all the City of Red Bluff buildings. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

## Maintenance

Department Directors will ensure that equipment is maintained according to manufacturers' specifications. Only properly trained individuals shall perform maintenance work. The following equipment is subject to the maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
- Detection systems for smoke, heat, or flame.
- Fire alarm systems.
- Emergency backup systems and the equipment they support.

## Training

Employees will receive fire prevention training, specific to their work environment, upon initial assignment, when changes in work process require additional training, and periodic refresher training. Training will include:

- An explanation of the fire hazards of the materials and processes to which the employee is exposed.
- Review the parts of the Fire Prevention Plan which the employee must know to protect them in the event of an emergency.

The written plan will be kept in the workplace and made available for employee review.

# **CITY OF RED BLUFF**



## **HAZARD COMMUNICATION PROGRAM**

**June 2022**

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### **Appendix**

- A. Hazardous Substance Inventory List

## **General**

The Hazard Communication Program establishes the City of Red Bluff's procedures to inform employees of the hazardous substances to which they are exposed in the workplace as required by Title 8, California Code of Regulations, Section 5194. The hazard communication program includes specific procedures and defines responsibilities for the implementation of the program's critical elements:

- Maintain an inventory of hazardous substances
- Maintain Safety Data Sheets (SDSs) for products used in the workplace containing hazardous substances
- Ensure proper labels and other forms of warning
- Provide employee information and training
- Develop procedures for non-routine tasks involving hazardous substances
- Inform contractors of hazardous substances in work area
- Inform employees of contractor activities and hazardous substances
- Maintain compliance records for the program
- Conduct periodic evaluations of program effectiveness

The Hazard Communication Program applies to all employees (and temporary employees) who handle or may be exposed to hazardous substances during normal work, non-routine tasks or during a foreseeable emergency. In addition, this program may apply to visitors and contractors who handle or may be exposed to hazardous substances at City worksites.

## **Program Administration**

- The Public Works Director is responsible for the implementation of this program and its review, maintenance and updating as necessary.
- All employees, including permanent and independent contractors, who may have exposure to hazardous chemicals during normal work or in emergency situations must comply with the practices and procedures outlined in this program.
- The City of Red Bluff through people in specific supervisory positions will be responsible for maintaining Cal/OSHA records at all times.
- The City of Red Bluff through people in specific supervisory positions will be responsible for training, maintaining training records and making this program available to employees and contractors.

## **Hazardous Substances Inventory**

The City will develop and maintain a current inventory of all hazardous substances to which employees may be exposed. Each department manager or supervisor will ensure the hazardous substances inventory (Appendix A) is completed for work areas under their direct supervision

and control. The Program Administrator will monitor the update of the hazardous substances inventory. The inventory provided by the manager/supervisor will include:

- List of chemical products in use (manufacturer name, product name)
- Physical location of storage area and work area/process where the product is used
- Hazardous substances contained in the product

## **Safety Data Sheet Requirements**

### SDS Management

Safety Data Sheets (SDS) is required for **every** hazardous chemical in the workplace with the following exclusions:

- Hazardous wastes regulated by the EPA
- Tobacco products
- Natural wood or chemically untreated wood products for retail sale
- Manufactured items, articles that do not result in an employee exposure such as items for immediate use or retail sale
- Food, drugs and cosmetics consumed or used by employees on the job
- Retail trade establishments
- Pesticide use regulated by California Dept. of Food and Agriculture
- Consumer products (**unless** quantities used or exposures are greater than ordinary home consumer quantities)

In work areas where employees handle hazardous substances only in sealed containers (e.g. warehouse, storage areas or transportation), we will obtain and maintain SDSs and make them readily available in the work area or in a central location.

Products containing hazardous substances may not be purchased or otherwise brought onto the facility unless a SDS has been obtained and the product reviewed for use in the workplace. Employees are not allowed to bring consumer products containing hazardous substances into the workplace for personal use or for any other purpose.

### SDS Availability

The City will ensure employee access to SDSs on a 24-hour basis at each site. SDSs must be readily available for review to all employees in their work area during each work shift.

Where department employees travel to multiple worksites, we will retain SDSs at a primary central location and develop a method to ensure that employees can obtain the required information in an emergency.

## **Labels and Other Forms of Warning**

The City requires legible labels and other forms of warning to clearly communicate the identity and hazards of the chemicals in all work areas. Managers and supervisors must comply with the labeling requirements of this program in work areas under their supervision and control.

### Primary Container Labels

Workplace containers may use the same label provided on shipped containers for the chemical under the revised GHS rule, or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Information System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised rule, e.g., no conflicting hazard warnings or pictograms. In order to ensure consistency, our City will transition to GHS-compliant labels as manufacturers and distributors provide labels in the new format for products in use in our facilities.

GHS-compliant labels require the following information:

- Pictograms (Eight GHS pictograms to convey hazard category information)
- Signal words (“Danger” or “Warning”)
- Hazard statement (assigned to each GHS hazard category)
- Precautionary statement (to prevent effects of exposure)

### Secondary Container Labels

Hazardous substances transferred from the original containers to a secondary portable container should be labeled with information consistent with the primary labeling method. GHS-compliant secondary labels will be provided where manufacturers and distributors have transitioned to the new format.

**Note:** Portable containers for immediate use during a single shift by a single employee who performs the transfer himself are exempt from the labeling requirements. It is the policy of our City to simply require labels on all secondary containers.

### Individual Stationary Process Containers

Identification of the contents and hazards of materials contained in individual stationary process containers (e.g. storage tanks and other vessels) may be accomplished with signs, placards, or information contained in batch records or work instructions. The required label information must be included.

## **Employee Information and Training**

Hazard Communication training is required for all employees who may be exposed to hazardous substances in the workplace or through a reasonably foreseeable emergency resulting from work operations. Employees are required to receive training on all hazardous substances in their work area upon initial assignment, whenever a new hazard is introduced and periodically thereafter. Employees are required to be trained in workplace specific materials and procedures. All training, including training conducted by a supervisor, will be documented and retained for a minimum of 5 years. Information and training must include:

- Overview of the hazard communication regulation
- Written hazard communication program and department specific procedures
- Location of hazardous substances inventory and SDSs at the site
- Information on GHS-compliant labels and SDS format



- Specific operations or work areas where hazardous substances are present
- Information on the physical and health hazards of substances
- Warning signs and symptoms for the hazardous substances in their work area
- Appropriate control measures such as work practices, personal protective equipment, local exhaust ventilation and emergency procedures
- Employees informed of right to medical and exposure records

### **Non-routine Tasks Involving Hazardous Substances**

The manager /supervisor of the site will identify non-routine tasks involving hazardous substances and use a job safety analysis or similar process to identify the hazards and precautions to be taken for non-routine, unusual, or high-hazard tasks. The site-specific addendum will identify the operations or types of operations that may be performed.

### **Contractors**

Managers/supervisors will ensure that outside contractors work safely in their facility or work area to protect employees from chemicals. SDSs will be requested and reviewed to ensure that employees will not be affected during the project. The City will provide the Contractor with information (SDS, labeling information) on hazardous substances in the City facility or work area where the Contractor employees may be located. The department manager/ supervisor are responsible for giving and receiving information from contractors at this facility

### **Record Keeping**

The Program Administrator is responsible for maintaining hazard communication compliance documents related to program oversight including the hazardous substances inventory, SDS information, employee training records, and employee exposure records (e.g. air monitoring records) must be maintained for the duration of employment of any exposed employee plus 30 years.

Note: SDSs for products no longer used must also be maintained as described here.

### **Program Evaluation**

Hazard communication program revisions will be made whenever a change in operations, program management, or regulatory requirements occurs. The City will conduct a periodic evaluation of the program and update as necessary.



# **CITY OF RED BLUFF**



## **HEAT ILLNESS PREVENTION PROGRAM**

June 2022

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### Appendix A

Heat Illness Employee Training Handout

This program is in place to protect all employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). We are committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions
- Monitoring weather conditions
- Monitoring employee acclimatization for working outdoors in heat
- Providing clean drinking water
- Providing adequate shade
- Addressing high-heat procedures
- Handling an ill employee and initiating emergency procedures
- Providing supervisor and employee training

## **Outdoor Work Environments and Conditions**

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

- Building Inspector
- All Fire Department Positions
- Police Department position:
  - CSO
  - Officer
  - Corporal
  - Sergeant
  - Lieutenant
  - Captain
  - Chief
  - Detective
- Public Works positions:
  - Maintenance worker
  - Lead worker
  - Mechanic
  - Electrician
  - Supervisor
- Parks & Recreation positions:
  - Maintenance worker
  - Lead worker
  - Coordinator
  - Supervisor

## **Weather Monitoring**

### *Weather forecast*

When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at [www.weather.gov](http://www.weather.gov), calling the local National Weather Service office, or watching the Weather Channel TV network. Work schedules will be planned in advance, based on the forecast. Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

### *Weather monitoring prior to workday during times of risk*

Prior to each workday, the supervisor will be responsible for monitoring the weather using [www.weather.gov](http://www.weather.gov) or with the aid of a simple thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the supervisor will provide workers with an increased number of water and rest breaks. The supervisor will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. The supervisor will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

The supervisor will be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80° Fahrenheit (F), the shade structures are opened and accessible to the workers. Once the temperature equals or exceeds 95° F, additional preventive measures such as the high-heat procedures are implemented.

## **Employee Acclimatization**

The supervisor will watch for sudden heat waves early in the season or increases in temperatures to which employees are unaccustomed for several weeks or longer. Cal/OSHA defines a heat wave as “any day in which the predicted high temperature will be at least 80°F AND at least 10°F higher than the average daily high in the preceding five days.”

When necessary, the workday will be cut short or rescheduled for another day. In addition, during the summer months, the work shift may start earlier in the day or later in the evening to reduce exposure. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. The supervisor will:

- Stay alert to the presence of heat-related symptoms
- Assign new employees a buddy or experienced coworker to watch for discomfort or signs of heat illness

## **Providing Water**

The supervisor will provide access to suitably cool (above ambient but not ice cold) potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will encourage employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Water will be placed as close as practical to where employees are working.

When employees do not have access to plumbed or otherwise continuously supplied water, and we cannot readily replenish the water during the shift, the supervisor will provide enough water at the start of the shift, in containers that keep the water suitably cool, so each employee has access to one quart of water or more per hour.

## **Access to Shade**

When the outdoor temperature in the work area exceeds 80° F, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will either be open to the

air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 80° F. Employees will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes anytime they feel the need to protect themselves from overheating.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will be available in the rest area so that employees are encouraged to drink more water.



In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site
- Ensure sufficient shade structures are opened and placed as close as practical to the workers
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating
- Ensure the shade structures are relocated to follow along with the crew and double-check they are as close as practical to the employees so access to shade is provided at all times

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (example winds of more than 40 mph), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a “preventive cool-down rest” in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if they are experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have stopped.

If employees work in small groups the supervisor will establish a buddy system for monitoring. If an employee works alone, the supervisor will establish a communication system so the employee can make immediate contact when needed.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

## High-Heat Procedures (95° F)

During periods of high heat, when the outdoor temperature equals or exceeds **95° F**, it is crucial that employees be monitored for early signs and symptoms of heat illness. Supervisors will be available so employees at the work site can contact them. If a cell phone or two-way radio is used, reception must be validated.

Supervisors will remind employees to drink plenty of water throughout the work shift and take rest/recovery breaks when needed. In addition, the supervisor will make sure employees are monitored by implementing one or more of the following:

- Direct supervision and monitoring of employees
- Assign a buddy system where employees are paired up and stay in contact with each other throughout the day and directed to immediately report any signs or symptoms of heat illness to the supervisor
- Contact employees who work alone on a frequent basis to ensure the employee is ok

## Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to appendix A for a detailed list of heat illnesses) a supervisor will:

- Immediately call 911
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing
- Fan and mist the worker with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor will have a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. The supervisor will designate someone to physically go to the nearest road or highway where emergency responders can see them.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Provide workers and the foreman a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site
- Verify all foremen and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called
- Ensure all communication devices are functional at the worksite prior to each shift

## **Supervisor and Employee Training**

### Employees

All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Our procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Our specific procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Our specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

### Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness.

Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

## **Appendix A**

### **Heat Illness Employee Training Handout**

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

#### **Overview of Heat Illness Prevention Regulation**

The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

#### **Written Heat Illness Prevention Program**

We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from your supervisor.

#### **Work Environment and Conditions in Our Workplace**

Our written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update our program and our training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

#### **Water**

We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

#### **Shade**

Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

## **Heat Wave Procedures**

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80°F *and* at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave, workloads may be reduced, rest periods added, or the workday cut short or rescheduled (example conducted at night or during cooler hours).

During a heat wave and before starting work, tailgate meetings will be held to review the heat illness prevention procedures, the weather forecast, and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

## **High-Heat Procedures**

When the outside temperature reaches or exceeds 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

## **Training**

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your supervisor, and how to get help in an emergency.

## **Types of Heat Illness**

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

### **Heat Stroke**

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion;

strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

### **Heat Exhaustion**

Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

### **Heat Syncope**

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

### **Heat Cramps**

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

### **Heat Rash**

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

### **Sunburn**

Sunburn is when skin becomes red, painful, and unusually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to more serious illness.

*You can read the California heat illness prevention regulation for additional information on any specific program element at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.*

# **CITY OF RED BLUFF**



## **WORKPLACE VIOLENCE PREVENTION PLAN**

**June 2024**



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### Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

## Purpose

The City of Red Bluff is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by [SB 533](#). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or their designee.

*Please note, per SB 533, law enforcement and firefighters (first responders) are considered exempt from the Workplace Violence Prevention (WVP) plan.*

## Prohibited Acts

The City of Red Bluff will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

*Workplace violence* can be categorized into four types:

**Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

**Type 2:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4:** Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, the City of Red Bluff prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all City of Red Bluff property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on City of Red Bluff property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

## **Responsibility and Authority**

### **Workplace Violence Prevention Plan Administrator**

The Human Resources Administrator, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Human Resources Administrator will also be able to answer employee questions concerning this plan.

The Human Resources Administrator, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Human Resources Administrator, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on the City of Red Bluff's WPV plan.

### **Managers and Supervisors**

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

## **Employees**

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

## **Compliance**

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

## **Communication and Training**

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City of Red Bluff's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes they have the potential of violent behavior is encouraged to use the City of Red Bluff's confidential Employee Assistance Program:

ACI Specialty Benefits

Main Phone Number: 1-800-932-0045 Company Code: CORB162

Website: <http://myassistanceprogram.com/aci>

Contact: Human Resources for more information.

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- The City of Red Bluff alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- ACI Specialty Benefits

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and

- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

## **Procedures**

### **Responding to Actual or Potential Workplace Violence Emergencies**

In the event of an actual or potential workplace violence emergency, the City Manager or their designee will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Phone Intercom, email or text message, if available.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the Police Department at 530-527-3131.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following number: Red Bluff Police Department 530-527-3131. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

### **Emergencies and Reporting a Crime**

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

### **Reporting Workplace Violence Concerns**

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing by using the City's Employee Complaint Form found on the City's website at:

[https://www.cityofredbluff.org/departments/human\\_resources\\_home/resources.php](https://www.cityofredbluff.org/departments/human_resources_home/resources.php)

### **Restraining Orders**

Employees or other personnel affiliated with the City of Red Bluff who have an active restraining

order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

## **Hazard Assessment**

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

## **Hazard Correction**

*Work practice controls* will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

*Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

## **Post Incident Response and Investigation**

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

### **Recordkeeping**

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of the City of Red Bluff's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of one year.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years with the Human Resources Department.

### **Annual Review**

The City of Red Bluff's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.



## Appendix A

### WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

<b>Incident ID #*:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
------------------------	-----------------------------------	--------------------

**Specific Location of Incident:**

*\* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

**Describe Incident** (Include additional pages if needed):

**Assailant information:**

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

**Circumstances at time of incident:**

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

**Location of Incident:**

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

**Type of Incident (check as many apply):**

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

**Consequences of incident:**

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Completed by:**

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

## Appendix B

**WORKPLACE VIOLENCE PREVENTION  
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the City of Red Bluff's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

**STEP 1: IDENTIFY RISK FACTORS**

Yes	No	Risk Factors	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Does staff have contact with the public?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff exchange money with the public?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff work alone?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the workplace often understaffed?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the workplace located in an area with a high crime rate?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff enter areas with high crime rates?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff have mobile workplaces?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff perform public safety functions that might put them in conflict with others?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff perform duties that may upset people?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff work with people known or suspected to have a history of violence?	
<input type="checkbox"/>	<input type="checkbox"/>	Do any employees have a history of threats of violence?	

## STEP 2: CONDUCT ASSESSMENT

### Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

## Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

## Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

## Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

