Emergency Action Plan



EMERGENCY ACTION PLAN

for

Facility Name: Steel City Scaffold Inc.

Facility Address: 1370 N. Red Gum Street
Anaheim, Ca. 92806
(949) 257-7279

DATE PREPARED: 01/03/2024

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Chief Executive Officer at Corporate Office):

Name: Stan Bane Phone: (949) 257-7279

SAFETY MANAGER:

Name: Diego Lopez Phone: (949) 842-1463

AREA MONITORS:

Area: Building/Yard Name: Mike Parham Phone: (909) 227-5369
Area: Field Name: Mario Solis Phone: (310) 462-7270

ASSISTANTS:

Name: Jessica Striegel Phone: (949) 813-9312
Name: Gus Chavez Phone: (949) 254-6595

Date 01/03/2024

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

    1. Emergency exits
    2. Primary and secondary evacuation routes
    3. Locations of fire extinguishers
    4. Fire alarm pull stations' location
    5. Assembly points

- Site personnel should know at least two evacuation routes.

- Fire Extinguishers are located at both upstairs and downstairs kitchen, manufacturing area, lumber yard, next to Bar-b-Que, fuel tank, on every forklift, in every company truck and main lobby.
- Assembly point for any SCS employee during an Emergency is at the main gate on the South end of Building.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: (911) or (714) 765-4000

PARAMEDICS: (911) or (714) 765-4000

HOSPITAL: (714) 993-2000

ANAHEIM POLICE: (911) or (714) 765-1911

BUILDING OWNER: Stan Bane (949) 257-7279

SAFETY MANAGER: Diego Lopez (949) 842-1463

BUILDING/GENERAL SUPERINTENDENT: Mario Solis (310) 462-7270

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: City of Anaheim Public Works 714-765-3300

WATER: City of Anaheim Public Works 714-765-3300

GAS: Gas Company 1-800-427-2000

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- OTHER (specify)_____
  (e.g., terrorist attack/hostage taking)

Field Employees upon knowing of an Emergency shall contact Mario Solis, General Superintendent, & Diego Lopez, Safety Manager, as soon as possible. They will inform them of the amount of people in their crew, their location& the severity of the Emergency. They will wait at the jobsite assembly point until the site Superintendent gives the OK to return to work. Upon receiving the notice they will call SCS General Superintendent and/or Safety Manager to await notification of either returning to SCS Offices or continuing work.

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

  - ☐ Paramedics
  - ☐ Ambulance
  - ☐ Fire Department
  - ☐ Other

  Provide the following information:

  a. Nature of medical emergency,

  b. Location of the emergency (address, building, room number), and

  c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Diego Lopez (Safety Manager) Phone: (949) 842-1463

Name: Mario Solis (Superintendent) Phone: (310) 462-7270

Name: Mike Parham (Building/Yard Operations) Phone: (909) 227-5369

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich maneuver in case of choking.
  3. CPR – Chest compressions until trained personnel arrive
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling (911) or (714) 765-4000.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

☐ Voice Communication	☐ Radio
☐ Phone	☐ Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
    - Fire sprinkler system
    - Standpipes
    - Potable water lines
    - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

<u>Upon Restoration of heat and power</u>:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment: At potential spill areas

Personal Protective Equipment (PPE): At Safety Department or Safety Room

SDS: At SCS, Server System, File Environmental/MSDS & Safety Department

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: Carrs Waste Service Co.
Phone Number: (310) 686-6555 EPA# CAL000280677

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.
YOUR NAME: _____ TIME: _____ DATE: _____
CALLER'S IDENTITY SEX: Male _____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: _____
ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS

___ Loud
___ High Pitch
___ Raspy
___ Intoxicated
___ Soft
___ Deep
___ Pleasant
_____ Other

SPEECH

___ Fast
___ Distinct
___ Stutter
___ Slurred
___ Slow
___ Distorted
___ Nasal
_____ Other

LANGUAGE

___ Excellent
___ Fair
___ Foul
___ Good
___ Poor
_____ Other

ACCENT

___ Local
___ Foreign
___ Race
___ Not Local
___ Region

MANNER

___ Calm
___ Rational
___ Coherent
___ Deliberate
___ Righteous
___ Angry
___ Irrational
___ Incoherent
___ Emotional
___ Laughing

BACKGROUND NOISES

___ Factory
___ Machines
___ Music
___ Office
___ Machines
___ Street
___ Traffic
___ Trains
___ Animals
___ Quiet
___ Voices
___ Airplanes
___ Party
___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____Time Remaining_____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package?_____

How do you know so much about the bomb?___ _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Safety Manager at (949) 842-1463 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?
Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.
Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane*:*

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and

openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:
- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:
- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:
- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment
Office/Building	Stan Bane	CEO	All Building & IT Operations
Office/Yard	Mike Parham	Yard Manager	Special Projects

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall perform the appropriate procedures to initiate Computer/IT backups. This information can be obtained from the Emergency Evacuation Procedures included in the Emergency IT Disaster Recovery Manual.

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date
Diego Lopez	Safety Manager	Safety of SCS employees	1/04/2024
Stan Bane	CEO	Company Wide Operations	1/04/2024
Mario Solis	General Superintendent	SCS Field/Yard Operations	1/04/2024
Mike Parham	Building Operations Manager	Building/Yard Operations	1/04/2024
Jessica Striegel	Special Projects Coordinator	Building Operations	1/04/2024