

EMERGENCY EVACUATION POLICY

FIRE: 911

AMBULANCE: 911

Anyone discovering heat, smoke, or fire will immediately sound an alarm by the following methods:

1. Manual pull station in hallways
2. Fire Department 911
3. Nearest street alarm box: _____

Person pulling street fire alarm box will remain at the box to direct fire apparatus to the fire.

"Always Notify the Fire Department"

INTRODUCTION

This emergency evacuation policy establishes procedures to be used in emergency situations for BEAR MOUNTAIN RECREATION AND PARKS DISTRICT, 10300 San Diego Street, Lamont, CA 93241.

The emergency procedures outlined in this manual should be utilized during fires, floods and other non-active threat emergencies. The manual deals most exclusively with fire. However, the same procedures and responsibilities would apply to other emergencies, with appropriate variations.

Fire Drills

A Fire Drill will be conducted once each year. This drill shall be arranged by the District's General Manager in coordination with the Kern County Fire Department, if possible, and shall be conducted under their joint supervision and direction.

Particular care should be given to handicapped persons. If they cannot be evacuated from a District building, they should be moved to a safe area (i.e. exit way as remote from the fire as possible). Do not leave a handicapped or immobile person alone. Notify immediately, the first arriving fire department personnel if this situation exists.

COMMUNICATIONS

Fire Alarm System

The building fire alarm system will transmit the alarm to the Fire Department.

Reporting Emergencies

When reporting the incident by telephone (911), the following information shall be given:

1. Name of person making call
2. Location of emergency

- Building name and address
- 3. People injured, if any
- 4. Type of emergency - fire, flood, etc.
- 5. Remain on the phone until message is confirmed

In the event of any emergency, take the following steps after the fire department has been notified:

1. Remain calm and follow the instructions of the 911 dispatcher, a Security officer and/or the District's Manager.
2. If the building must be evacuated, use the designated evacuation route posted in the room you are located in.
3. Evacuate the building whenever alarm sounds, even if there is no fire or smoke evident.
4. If the building must be evacuated for emergencies other than fire, notification may be made over the building's audio system.

OBSTRUCTION TO MEANS OF EGRESS

Exits

All exits and means of egress in the building shall be kept clean and clear of obstructions at all times; and every means of egress in the building shall be properly maintained.

Aisles

All aisles and other means of egress in the building shall be kept free from any object that might delay or obstruct the egress of persons from the building. The building Management is to be notified of any violation of the above regulations or of any possible unsafe condition that might affect the safety of building occupants.

SMOKING REGULATIONS

Smoking Prohibited Areas

Smoking is prohibited in ALL areas of District buildings so as to comply with State regulations. No person shall smoke, carry or have any lighted match, pipe, cigarette or cigar in any areas of the buildings.

FIRE PREVENTION

Fire Prevention Practices

- Avoiding electrical overloading. Avoid octopus plugs. Do not plug high voltage items into electrical outlets without first checking with building Maintenance.
- Store waste paper at least six to eight feet away from any operating electrical appliance or machine.
- Use fireproof containers to dispose of oily rags, and/or other related, waste-soaked materials.

- If any electrical appliance is emitting smoke, immediately remove the electrical plug from the wall outlet and notify the Fire Department and Maintenance Supervisor.

Fire Safety Practices

- In case of fire, activate the fire alarm and call 911 for the Fire Department before attempting to extinguish fire.
- When evacuating your area, do so in an orderly manner -- don't panic, walk, do not run.
- Help handicapped employees or visitors leave the building, if possible.
- Familiarize yourself with the location of the fire extinguishers and the instructions how to operate them, which are printed on all fire extinguishers.
- Cooperate with and follow the directions of Management, Security/Law Enforcement, or Fire Department officials.
- During building evacuation proceed in an orderly manner to the designated means of egress. When out of the building, proceed to the opposite side of the street or as directed by Fire Department Officials.

BUILDING EVACUATION PROCEDURES

Emergency Evacuation and Fire Drill Rules

In the event of a fire or any other emergency that would warrant the complete evacuation of a District building, all employees and visitors must participate with no exceptions.

Before opening any door, which leads to a main hallway, feel the door to see if it is hot. If the door is not hot, open it slowly; and if conditions allow, continue to follow the evacuation plan. If the smoke is too heavy, do not enter the stairway, close the door, wet and then place any cloth item along the bottom edge of the door. If the door to your room/office is hot, do not open it. Follow the same procedure as outlined above. If, for any reason you must remain in your room/office during any fire or other emergencies, remain calm and wait for the fire department to assist you.

Hats, coats or other wearing apparel must be disregarded in the event of an actual fire. Time is very important and the evacuation of each room/office must be completed as soon as possible.

Fire Drill Procedures

During a fire drill, turn off any appliances, gas fired equipment, or electrical equipment if it is in use at the time of any emergency, if possible.

Be sure to take your room/office key with you.

EXTINGUISHMENT OF INCIPIENT FIRES

Portable Fire Extinguishers

There are fire extinguishers located in each District building. Different types of extinguishers are used to control different kinds of fires. For instance, water is a conductor of electricity and should

never be used on any electrical fires. However, water is very effective in controlling trash fires. Fires have been classified as A, B, C depending on their origin. Each extinguisher is marked according to the class of fire it will control.

For class A Fires: wood, rags, paper, etc.

Use: pressurized water extinguisher

For Class B Fires: oil, grease, paint or other flammable liquids

Use: dry chemical or carbon dioxide extinguisher

For Class C Fires: live electrical fires in motors, electrical wiring and electrical appliances

Use: dry chemical or carbon dioxide extinguishers.

The proper way to extinguish all fires that occur in a frying pan, cooking pot, deep fat fryer or broiling pan is to put a cover over the container involved, use lids if available, otherwise, use any cover that may be handy, a cutting board or a small rug from the floor.

Do not throw water into or on any container that is on fire on the stove or in the oven. This will cause the fire to spread and flare up.

Do not attempt to use any portable fire extinguishers if you are not familiar with them.

All extinguished fires must be reported to the Fire Department for final investigation.

GENERAL INSTRUCTIONS

Fire Emergency

In the event of a fire emergency, follow the instructions as related in the proceeding pages of this policy.

Disruption of Electric Service

- Special attention should be given to the elderly and handicapped.
- If complete evacuation or any partial evacuation is required, do not remain in the entrance of any building. Proceed out doors and away from the building and avoid interfering with Fire Department operations.