



Safety Newsletter

Evacuation Procedures

Evacuation procedures are generally found in your departments Emergency Action Plan (EAP). The Safety Manual General Emergency Plan Guidelines Document Number 7002 provides a table of contents identifying what your EAP should include. For web access:

<http://safety.rc-hr.com/safety/Portals/23/SafetyManual/7002.02.pdf?ver=2004-12-29-000000-000>

In Section II 'Emergency Guidelines,' there is a segment for Evacuations on page 21. Please see the suggested requirements below as to Why, When, and How to evacuate a building safely.

WHY EVACUATE?

There are a number of reasons to evacuate a County facility. The most obvious is when a fire threatens the safety of the occupants. Other reasons may include: the threat of toxic fumes from chemical spills affecting **the building**, bomb threats when there is enough information to believe it is not a hoax or when the building may have been damaged by a strong earthquake.

WHEN TO EVACUATE

Evacuations may be initiated in several ways:

- Activation of the building fire alarm system,
- Use of public address system or "face to face" directions,
- Spontaneous evacuation in response to an observed emergency,
- Facility Manager or a Supervisor's request to evacuate,

HOW TO EVACUATE A BUILDING SAFELY

When an evacuation becomes necessary, you should:

- Calmly and quickly proceed to the nearest safe exit.
- Instruct clients or visitors who are present to exit with you.
- Use only the **EXIT** stairways. (NOTE: Using stairs can be hazardous if you wear high-heeled shoes. You should keep a spare pair of "stair shoes" near your workstation).
- Never use an elevator during an evacuation unless told to do so by the emergency response personnel. Elevators may malfunction and trap their passengers during a fire or following an earthquake.

At the time of the evacuation announcement, you will not know how long it will be before you will be allowed to re-enter the building. For that reason, you should take all necessary personal possessions with you (purse, phone, wallet, keys, eyeglasses, medication, jacket or sweater, etc.). **If time allows**, turn off equipment such as tools, computers, cooking appliances, etc. before leaving. If left on and unattended, they could become a hazard or be damaged.

WHEN NOT TO EVACUATE

There may be situations where it is more dangerous to leave the building than it is to stay inside. An example might be a toxic cloud that is passing by outside. In situations such as these, take appropriate measures (such as shutting off the ventilation system and closing doors and windows) and tell employees to stay inside.

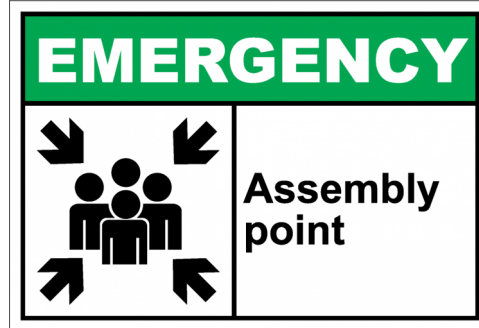
Not all emergencies necessitate evacuations. Only evacuate if appropriate. For instance, in most minor earthquakes, you do not need to evacuate the building—especially if there are no immediate signs of damage.

KNOW YOUR EMERGENCY EXITS

Most people are only aware of how they entered the building and will therefore, use the same route to leave. In an emergency, it may be necessary to use an alternate route. Learn the location of **ALL** exits from your work area or building, and practice an evacuation on your own, to find out where exits lead. Be aware of **ALL** available exits in the event the regular one(s) become unusable. All County buildings are required to have a floor plan posted with the exits clearly indicated.

EVACUATION ASSEMBLY AREA

Each County facility should have a designated evacuation assembly area. These are usually located away from the building in a parking lot. The assembly area may be sectioned off to allow for an orderly assembly according to floor or department. Once the evacuation order is given, proceed directly to the evacuation area and remain there until told to do otherwise.



Consult with your supervisor to determine where your assembly point is located.

Emergency Go Bag

Being prepared means being equipped with the proper supplies you may need in the event of an emergency or disaster.

Below is a list of basic supplies provided by the American Red Cross (it may be advantageous to include the list in your emergency bag and in you EAP):



- Water:** one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
- Food:** non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
- Flashlight**
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Multi-purpose tool
- Sanitation and personal hygiene items
- Emergency blanket
- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies
- Plastic sheeting
- Duct tape
- Scissors

Hazard Communication Program

When one of the County Safety Division Safety Coordinators inspects a facility or Program operated by a County Department/District/Agency, one of the areas they are going to look into is whether or not that facility or Program is in compliance with Title 8, CCR, Section 5194 titled Hazard Communication. That Cal/OSHA regulation requires all employers, to implement a written Hazard Communication Program, which informs employees of the known hazardous substances to which they may be exposed to in the workplace. The information can be provided in the form of labels and other forms of warning, Material Safety Data Sheets (MSDS's) aka Safety Data Sheets (SDS's) and training.

To help County facilities and Programs comply with the Hazard Communication Standard, the County Safety Division has written the County's Hazard Communication Program and incorporated that Program into the County Safety Operations Manual Document #6001 titled "Hazard Communication/Employees Right-To-Know Program". The County's Hazard Communication Program can be found starting on Page 16 of Document #6001.

So what exactly is or qualifies as a hazardous substance the Cal/OSHA Hazard Communication Standard?

On Page 11 of County Safety Operations Manual Document #6001 titled "Hazard Communication/ Employees Right-To-Know Program", a hazardous substance is defined as "Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code Section 6382". Though not specifically listed in this definition, it includes substances (chemicals) that are simple asphyxiates, combustible dust, pyrophoric gas and other hazards not otherwise classified . On Page 3 and 4 of County Safety Operations Manual Document #6001 titled "Hazard Communication/Employees Right-To-Know Program", those substances which don't require additional labeling,

S.D.S Safety Data Sheet

Each County facility or Program is required to maintain a Hazard Communication Program/Safety Data Sheet - SDS (formerly Material Safety Data Sheet –MSDS) Binder that should be kept with the County Safety Manual and other safety reference documents and should be accessible to all facility or Program employees at all times on all work shifts. The make-up and content of that Binder should be as follows:

1. The Binder should be a 3-ring binder, yellow in color and be labeled Hazard Communication Program & Safety Data Sheets.
2. On the inside facing of the Binder's cover should be affixed the Emergency Procedures Involving a Hazardous Substance Notice (see Page 25 of County Safety Operations Manual Document #6001).
3. The first inserted document in the Binder should be the Hazard Communication Program – Right to Know Notice to All County Employees (see Page 23 of County Safety Operations Manual Document #6001). The location that the Binder is stored at and the telephone number of the person responsible for maintaining the Binder should be filled in on this notice.
4. **The second** inserted document in the Binder should be a complete copy of County Safety Operations Manual Document #6001, which includes the County of Riverside's written Hazard Communication Program starting on Page 16.
5. **The third** inserted document in the Binder should be an alphabetical index of all the hazardous substances that are used within that County facility or Program. The listed substance name should be the same name as is listed on the label of the container the substance came in. It is advantageous to date this hazardous substance index so its age can be determined, which can be useful in determining if the index is up-to-date or not.
6. Safety Data Sheet (formerly Material Safety Data Sheet) for each hazardous substance listed on the index should be obtained and inserted behind the

copy of County Safety Operations Manual Document #6001 in the same alphabetical order as listed on the hazardous substance index. Safety Data Sheets can be found on the product manufacturer's web site or may also be found on the County Safety Division web site on the County Intranet web page under the SDS Online icon at the bottom of the Mission Statement Page.

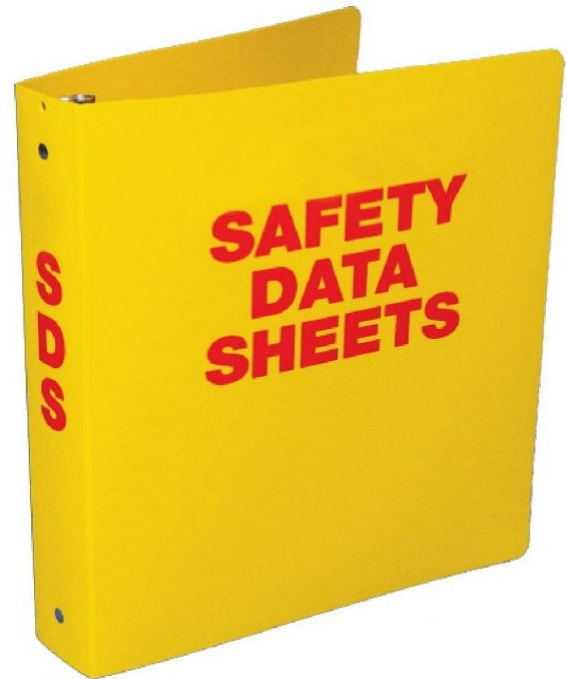
7. Copies of individual documentation forms confirming that employees have received the required training in the Hazard Communication Program should either be kept in the Binder after the Safety Data Sheet section or in individual employee working files which are normally maintained on-site by Supervisor's.

Local facility or Program Supervisors are responsible for ensuring that their employees receive documented required information and training is the Hazard Communication Program and reading and understanding Safety Data Sheets as outlined on Pages 17 and 18 of County Safety Operations Manual Document #6001. An employee training documentation form is included in the County Safety Operations Manual Document #6001 on Page 22. If Supervisor's have questions or require assistance in carrying out the Hazard Communication Program training requirements, they should contact their assigned Department Safety Coordinator at the County Safety Division.

Note: When the use of a hazardous substance is stopped or discontinued, the Safety Data Sheet for that hazardous substance can't be discarded. It should be removed from the active Hazard Communication Program and Safety Data Sheet Binder and inserted into an Archived Safety Data Sheet Binder and be stored and maintained on-site for a period of 30 years. The date the use of the hazardous substance was stopped or discontinued, if known, should be written on the archived copy of the Safety Data Sheet. This archiving requirement of discontinued Safety Data Sheets is due to the discovery that exposure to Asbestos can result in development of the diseases some 30 years after the date of exposure. It assumes the possibility that exposure to other hazardous substances not currently known to cause disease or illness could be discovered to actually cause disease or illness many years in the future from the original date of exposure.

When your Department's Safety Coordinator schedules to inspect your facility or Program, they will review your written Hazard Communication Program and Safety Data Sheet Binder for compliance with the Cal/OSHA Hazard Communication Standard. If your facility or Program is not currently in full compliance with this Standard, they will submit recommendations to help your facility or Program achieve compliance with this Standard.

If you believe your facility or Program may currently not be in compliance with the Cal/OSHA Hazard Communication Standard or if you are unsure or have questions, please contact your Department's assigned Safety Coordinator by email or at their direct telephone number.



If further assistance is needed
Contact the Safety Division
951-955-3520