



Kintetsu World Express (USA), Inc.

**Emergency Action Plan (EAP)
Policies and Procedures**

18450 S. Wilmington Ave
Rancho Dominguez, Ca 90220



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1.0 SCOPE AND APPLICATION

The purpose of this Emergency Action Plan (EAP) is to instruct employees who work or frequent The KWE (Rancho Dominguez Branch) (herein referred to as KWE RD Branch) at 18450 S. Wilmington Ave., about appropriate actions to take before, during and after an emergency. The two most important goals of any emergency plan are to protect lives and property.

The procedures outlined in this plan apply to all operations and activities conducted by its employees, subcontractors and visitors who work or visit the KWE RD Branch.

This EAP is intended to address emergencies that may occur during normal working conditions, such as personal injury or illness, fire, sudden chemical release, earthquake, bomb threat, power outage, flooding and aggressive persons. Knowledge of this plan, coupled with on-going safe work practices and housekeeping habits, will provide all occupants with a reasonable degree of safety when working at the KWE RD Branch.

This EAP includes general emergency response policies, procedures, and commitments. It describes emergency preparation, operational controls during an emergency, and responsibilities of employees in implementing the plan.

2.0 REFERENCES

- California Code of Regulations, Title 8, Section 3200, Emergency Action Plan.
- National Fire Code 10, Standard for Portable Fire Extinguishers.
- California Fire Code 2007, Chapter 4, Emergency Planning and Preparedness.
- California Fire Code 2007, Chapter 10, Means of Egress.

3.0 DEFINITIONS

CAL/ OSHA– California Occupation Safety and Health Administration, the State agency responsible for regulating workplace safety.

CUPA – Certified Unified Program Agency, the local agency responsible for regulating hazardous material and waste storage. For KWE RD Branch this is Los Angeles County Environmental Health (CUPA)

SDS –Safety Data Sheet, written or printed material concerning a hazardous substance which is prepared by the manufacturer or importer of a product.

4.0 RESPONSIBILITIES

4.1 EMERGENCY CONTACTS

The emergency contacts for the KWE RD Branch are:

- a.) **Maria Valladares**, Building Facility Admin.
- b.) **George Pena**, Warehouse Manager

The emergency contacts are individuals who are familiar with the facility and any unique hazardous situations that responders may encounter in the event of an emergency.

4.2 EVACUATION COORDINATOR

The Evacuation Coordinators for the KWE RD Branch are:

- c.) **Maria Valladares**, Building Facility Admin.
- d.) **George Pena**, Warehouse Manager

The Evacuation Coordinators have the following responsibilities:

- 4.2.1. Facilitating the evacuation of the KWE RD Branch, accounting for personnel, visitors and contractors' safety.
- 4.2.2. Communicating with emergency responders when they arrive onsite.
- 4.2.3. Carrying out evacuation procedures are described in Section 6.1.

4.3 MANAGERS AND SUPERVISORS

Managers and Supervisors are responsible for the following:

- 4.3.1. Ensuring that the EAP is up to date and includes written instructions for specific needs, areas and operations, as necessary.
- 4.3.2. Updating the EAP when head counts change, using the form in Appendix B.
- 4.3.3. Assuring the availability of necessary equipment. A list of emergency response equipment that is available onsite is included in Appendix F.
- 4.3.4. Providing employees with training on this EAP.
- 4.3.5. Conducting sufficient drills to ensure that employees are proficient in responding to emergencies, that the equipment has been provided and is operational, and that contingencies are planned for to the greatest extent possible.
- 4.3.6. Designating and training an employee to perform their duties when the Supervisors and Managers are absent.
- 4.3.7. Responsible for the initial response to an emergency that affects their areas of operation, as described in this EAP.
- 4.3.8. In the event of an evacuation, assist the Evacuation Coordinator.
- 4.3.9. Complete the post incident reporting requirements when required (Section 9.0).

4.4 EMPLOYEES

All employees must be watchful and alert to any potential hazards or emergencies within *any* area of the KWE RD Branch. The sooner the response to an emergency begins, the lower the potential for injury or property damage. The first priority for each employee is personal safety and the safety of others. Employees must not put themselves or others at an increased risk merely for the sake of KWE RD Branch operations.

Employees are responsible for the following:

- 4.4.1. Fully participating in all EAP training and drills, and any other preparedness activities, as directed, as a routine part of employment.
- 4.4.2. Upon encountering or recognizing an emergency, initiating emergency response if none is under way.
- 4.4.3. Performing any assigned emergency response duties for which they have been trained.
- 4.4.4. Being familiar with designated exit routes and at least one alternate route or exit in case the designated route or exit is blocked.

5.0 FIRE FIGHTING EQUIPMENT

The KWE RD Branch firefighting equipment is limited to small, hand-held extinguishers located throughout the building and an automatic fire sprinkler system. Properly used, these extinguishers can put out a small fire or control it until the fire department arrives. Portable fire extinguishers are not designed to fight large or spreading fires.

These extinguishers carry notations that indicate which class of fire they can be used to fight. These notations consist of a series of numbers and letters (ex: 2A, 20BC) and are further explained as follows:

- 5.1.1. "A": Effective against wood, paper and rubbish. Many fire extinguishers have a triangle surrounding the A. The triangle is the international symbol for an A type fire. The numbers in front of the A, in our example the number 2, means that the extinguisher has been rated as being capable of putting out an A type fire two square feet in area.
- 5.1.2. "B": Effective against flammable and combustible liquids. The square that often surrounds the B is the international symbol for a liquid fire. The number in front of the B, in our example the number 20, is a relative term and means only that the extinguisher can handle a B fire 20 times larger than an extinguisher rated 1B.
- 5.1.3. "C": Effective against electrical fires. The circle that may be around the letter is the international symbol for an electrical fire. There is no number rating system for the C designation on a fire extinguisher.
- 5.1.4. Procedures for using fire extinguishers are provided in Section 6.9.
- 5.1.5. Each fire extinguisher is to be inspected monthly by facility personnel. The inspection can be documented using the signature card attached to each extinguisher.

- 5.1.6. Each fire extinguisher at the Station shall be serviced yearly by a State certified Fire Extinguisher Company.

The following maintenance and inspections are conducted to ensure that the automatic fire sprinkler it is ready when activated:

- 5.1.7. Inspected on a quarterly basis.
- 5.1.8. Automatic sprinkler heads can be damaged if subjected to mechanical abuse. Protective cages are installed where there is potential for this type of damage.
- 5.1.9. To avoid reducing water flow or altering a spray pattern, material or furniture is prohibited near sprinkler heads. A minimum of 18 inches of clearance is maintained for each sprinkler head.

6.0 PROCEDURES

Emergency specific procedures included in this plan cover natural disasters, industrial accidents, medical emergencies, and other incidents that may occur at the KWE RD Branch.

6.1 EVACUATION

Evacuations may be initiated by any employee or person visiting the KWE RD Branch. The following means are available to alert occupants of an evacuation:

- Activation of fire alarm.
- Voice command (e.g. a person yells “fire” or “evacuate the building”).
- The fire suppression (sprinkler) system turns on.

Evacuation routes are posted on each floor. All persons evacuating the building are to follow the shortest and safest route out of the building and then proceed to the evacuation assembly area. Copies of the evacuation map and the assembly area location are included in Appendix C. The assembly area is:

- **Primary Assembly Area: Corner of S. Wilmington Ave and Charles Willard St.**
- **Secondary Assembly Area: Herbalife, Corner of S. Wilmington Ave and Charles Willard St.**

During an evacuation, the **Evacuation Coordinator** must do the following:

- 6.1.1. Evaluate the situation that caused the evacuation and develop a plan of action. If the situation warrants, call or delegate somebody to call 9-1-1.
- 6.1.2. Obtain head count status from Managers and Supervisors. Record the following to be communicated to emergency personnel: All accounted for, or number missing, name of missing, location that the missing was last seen and status of any injured person. (Appendix B)

- 6.1.3. Ensure that all evacuees remain at the Assembly Area.
- 6.1.4. Designate specific employees to guard entrances that may not be visible from the assembly area to prevent people from entering the building.
- 6.1.5. Meet with and inform the responding Emergency Services of the status.
- 6.1.6. Authorize supervisors to direct employees and other personnel back inside the building once it has been cleared for reentry.
- 6.1.7. If there are areas or rooms to avoid, they shall be properly identified with 'DANGER: DO NOT ENTER' tape before employee reentry to the building.

During an evacuation, **Managers and Supervisors** must do the following:

- 6.1.8. Ensure that all work is stopped and that all employees, contractors and visitors evacuate the area or building quickly and in an orderly manner using the pre-designated evacuation routes.
- 6.1.9. Close doors, being sure not to lock them once all personnel are out of the area, if it can be done without delaying their evacuation.
- 6.1.10. Complete a head count of their employees and other personnel, visitors, and contractors that have reported to the assembly area. Use the form provided in Appendix B.
- 6.1.11. Report head count status: All accounted for, or number missing, name of missing, location that the missing was last seen to the Evacuation Coordinator.
- 6.1.12. Ensure that under no circumstance will an employee re-enter the building to search for missing personnel.
- 6.1.13. Ensure that no persons leave the assembly area unless authorized to do so by the Evacuation Coordinator.
- 6.1.14. By radio or other means of communication, contact all employees who are off site and inform them of the emergency. Under some circumstances, they may be directed to stay away and not return until further notice.
- 6.1.15. Allow employees to reenter the work area once the Evacuation Coordinator and Emergency Response Personnel have cleared the building.

During an evacuation, **employees** must do the following:

- 6.1.16. Stop work and immediately leave the area and building through the designated escape route or nearest exit.
- 6.1.17. Know at least one alternate route or exit in case the designated route or exit is blocked.
- 6.1.18. Report to the primary evacuation assembly area.
- 6.1.19. Report to their supervisor for head count within the assembly area.
- 6.1.20. Do not leave the assembly area unless directed to do so by supervisor or emergency response personnel or staying at the assembly area would endanger one's safety.

- 6.1.21. Do not re-enter the building or any evacuated area unless the area or building has been cleared for entry by the responding emergency personnel.

The following considerations and procedures are considered for employees or visitors requiring assistance during an evacuation:

- 6.1.22. Employees who may require assistance evacuating should be assigned work stations located in close proximity to exits, if possible.
- 6.1.23. Certain delegated employees should know where they will meet and what to do for employees requiring assistance evacuating in case of an emergency.
- 6.1.24. These delegated employees shall be trained on proper techniques and procedures to safely evacuate people requiring assistance.
- 6.1.25. Employees who have visitors or guests that require assistance evacuating the building shall be responsible for assisting them in case of an evacuation. Employees are to stay with and assist their visitor to the relocation area.
- 6.1.26. If employees are unable to bring or assist any person to the assembly area, they should try to place injured people or people with reduced mobility to a safe area such as a stairwell to be rescued. Employees should inform the Evacuation Coordinator or the responding Emergency Services of the location of any person left behind.

6.2 CALLING 9-1-1

As with all California Public Safety Answering Points, using 9-1-1 is the proper way to report an emergency. Telephones at the KWE RD Branch are equipped so that an outside line needs to be obtained so the actual number is 9-9-1-1.

6.3 SHELTER IN PLACE

"Sheltering in Place" means staying where you are, as opposed to evacuating an area. The initial response to earthquakes is an example of sheltering in place. The response to a riot or violent suspect apprehension outside the building, or a toxic gas cloud release may also be to shelter in place. Generally, the Fire Department or Police Department would inform employees and the public when the need to shelter in place must occur because of a chemical cloud. The following are the initial steps to sheltering in place:

- 6.3.1. Shelter in place location: Office- Break Room/Conference Rooms and Warehouse stay in Break Room/Conference Room.
- 6.3.2. Remain calm
- 6.3.3. Get away from windows: Earthquakes can shatter windows. Rioters can throw objects through windows. Bullets go through windows. Toxic chemical gas may seep through window seams.
- 6.3.4. Protect your head with your arms if there is the potential for falling or thrown objects.

- 6.3.5. Building Maintenance personnel shall turn off all HVAC systems.
- 6.3.6. Wait for the all clear from the responding emergency services before leaving the area.

6.4 EMERGENCY UTILITIES SHUTDOWN

Certain emergencies may require the shutdown of utilities such as gas, water, electricity, heating and air system. The following procedure are to be followed:

- 6.4.1. Contact Building Maintenance who has access to each of these utilities and can shut them down. Emergency Contact is Maria Valladares.
- 6.4.2. Contact the appropriate utility company if problems are beyond the City's capabilities.

6.5 POWER OUTAGES

Power outages are not inherently emergencies. If the loss of power creates an emergency, deal with the actual emergency. If there is an emergency that requires calling 9-1-1, do so from a cell phone.

6.6 EARTHQUAKES

Earthquakes are relatively un-common in this area. Employees and other personnel need to be informed about the potential damage caused by earthquakes, and how to deal with these situations. The following procedures are to be followed in prior to, during, and after an earthquake:

Before the Quake

- 6.6.1. Assume that objects will fall or move in an earthquake.
- 6.6.2. Hazardous materials, heavy objects, objects that could impede emergency egress, or anything else that could create a hazard by falling should be stored close to or on the floor/ground.
- 6.6.3. Objects that must be stored off the floor should be restrained—chained, bungeed, stored in cabinets, netted, etc.
- 6.6.4. Cabinets, bookshelves, appliance, etc. over five feet in height should be bracketed or otherwise secured to a wall to prevent falling.
- 6.6.5. If the earthquake will cause loss of mission-critical assets – essential spare parts being dumped onto the floor and ruined, for example, then preventive measures should be taken.

During the Quake:

- 6.6.6. If indoors, DO NOT ATTEMPT TO EXIT THE BUILDING! The greatest danger from falling debris is just outside doorways and close to outer walls while the ground is shaking.

- 6.6.7. Duck, Cover and Hold. If you are inside a building, immediately take cover under a table or desk or in a doorway. If the furniture under which you have taken cover moves, stay under it and move with it.
- 6.6.8. Move away from large windows, chemical storage, large electrical equipment, etc.
- 6.6.9. If outside, stay there. Move away from buildings, walls, flagpoles, power poles, and lampposts. Stay away from downed electrical lines, and any pools, puddles or liquid into which the lines may have fallen. Stay away from heavy equipment, glass windows and doors, and chemical storage areas.

After the Quake:

- 6.6.10. Check for injured personnel. Do not move the seriously injured unless they are in immediate danger.
- 6.6.11. If there appears to be any damage to a building, initiate an evacuation. Evacuation procedures are given in Section 7.1.
- 6.6.12. Check for fires, spills, and leaks. If found, respond to them appropriately.

6.7 FLOODS

Major flooding at the KWE RD Branch is unlikely. A typical flood that may occur would include flooding of parking lot (maybe two feet of water) or flooding indoors as the result of broken water pipes, backed-up sewer lines, clogged drains, or open valves. If flooding is internal, efforts should be focused on the following tasks:

- 6.7.1. If there is any risk of shock from electrical equipment wait for the arrival of the Evacuation Coordinator or Fire Department. Any electrical equipment that is not known to be disconnected should be assumed to be live and should be treated as a potential electrocution threat.
- 6.7.2. Locate and control the source of the water infiltration. Place a trash can or other container under overhead water leaks. If the source of the water leak cannot be identified or controlled immediately, cleanup operations should still begin as quickly as possible. Damage will be limited by reducing the total quantity of water in the building.
- 6.7.3. Relocate furnishings, equipment, and supplies away from the flooded and surrounding area. Clean up water by pumping, vacuuming, or mopping.
- 6.7.4. The Evacuation Coordinator and facilities personnel will assess damage and proceed in appropriate manner to make necessary repairs.

6.8 MEDICAL EMERGENCIES

The KWE RD Branch relies on locally provided emergency responders for assistance in the event of medical emergencies. However, under certain circumstance first aid must be administered immediately until first responders arrive. To that end, selected employees are trained in first aid,

CPR, and Automated External Defibrillator (AED) use. The following procedure apply during a medical emergency:

- 6.8.1. Conduct a primary survey of the injured employee(s) to discover the main problems (i.e. burned, not breathing, laceration, chest pain, extremely hot, etc.).
- 6.8.2. Call 9-1-1 for immediate assistance and instruct another employee to inform Supervisor or other trained personnel of the situation.
- 6.8.3. Trained personnel are to begin to administer first aid, CPR, and/or the AED as appropriate.
- 6.8.4. If the situation is an injury, but not an emergency, personnel are to be taken to the following hospital for treatment:

Harbor-UCLA Medical Center

1000 W Carson Street
Torrance, CA 90509
(310) 222-2345

Martin Luther King Jr. Community Hospital

1680 E. 120th Street
Los Angeles, CA 90059
(424) 338-8000

- 6.8.5. Staff members are responsible for immediately notifying their Manager/supervisor of a serious injury or death to any staff member. The Manager or Manager/supervisor will then provide medical attention to the injured staff member. Management will then notify the Human Resource Manager of the situation. Human Resources will call and report the injury or illness to their district OSHA office. If the Manager or Manager/supervisor is unable to talk with the Human Resources Manager or designee, they are to leave a detailed voice message on their voicemail and then call their district OSHA office to report the serious injury or fatality. If a contractor is injured, the contractor's employer must notify OSHA. The nearest CAL/OSHA district office is:

Long Beach District Office

Alfred Varela, District Manager
3939 Atlantic Avenue, Suite 212
Long Beach, CA 90807
phone:(562) 506-0810
fax:(562) 426-8340
email:DOSHLBO@dir.ca.gov

6.9 FIRE OR EXPLOSION

The best means of managing a fire/explosion hazard at the KWE RD Branch is to prevent such an event. In that regard, the KWE RD Branch has prepared a Fire Prevention Plan (Appendix E).

The KWE RD Branch will rely primarily upon the local fire department for response to a fire or explosion. The KWE RD Branch is not equipped, nor are personnel trained to respond to anything except the smallest fire, such as a trashcan. In the event of a fire or explosion, or upon noticing smoke, following procedures are to be initiated:

- 6.9.1. Employees shall alert all building occupants by pulling one of the designated fire alarms located at or near each building exit or using verbal shouts.
- 6.9.2. All occupants must then evacuate the buildings following the procedures in Section 7.1. If necessary, utilize the fire extinguisher to aid in the evacuation.
- 6.9.3. Call 9-1-1. If unable to call from the building, then a cell phone can be used to make the 9-1-1 call from outside of the building.

For small, incipient-stage fires, employees who are trained in the use of fire extinguishers may attempt to put the fire out. This should only be done after the evacuation has begun, and 9-1-1 has been contacted. Small fires can quickly become larger fires, and the delay in evacuating workers to safety and getting professional help can cause a serious increase in risk. The following procedures are to be followed to fight a fire after procedure 6.9.1 – 6.9.3 are completed:

- 6.9.4. Ensure the fire is confined to a small area and is not spreading beyond the immediate area.
- 6.9.5. The individual using the extinguisher has an unobstructed escape route to which the fire will not spread.
- 6.9.6. The individual using the extinguisher is trained in its proper use.
- 6.9.7. **Use the Portable Fire Extinguisher:** In general, an individual using an extinguisher should stand six to eight feet away from the fire and follow the four-step PASS procedure. If the fire does not go out immediately, the individual should leave the area at once. The PASS procedure is as follows:
 - **Pull Pin:** This unlocks the operating lever on the extinguisher and allows discharge of the extinguisher. Some extinguishers may have other devices that prevent inadvertent operation.
 - **Aim Low:** Point the extinguisher nozzle (or hose) at the base of the fire.
 - **Squeeze:** Squeeze the lever below the handle. This discharges the extinguishing agent. Releasing the lever will stop the discharge. Some extinguishers have a button that can be pressed for release of the extinguishing agent.
 - **Sweep from Side to Side:** Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth across the fire until the flames appear to be out. Watch the fire area. If the fire reignites, repeat the process.

6.10 SUSPICIOUS PACKAGES OR LETTERS

Receiving a package or letter that contains chemical or biological agents is possible. Do not handle any suspicious letter, card, or package; do not allow anyone else to handle it.

Among the characteristics of suspicious letters or packages are:

- No return address
- Restrictive markings such as "PERSONAL" or "CONFIDENTIAL"
- Postmark or other indication of mailing from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only (e.g. Manager) or to incorrect title for addressed individual
- Badly typed, sloppy or odd handwriting
- Protruding wires
- Ridged or bulky packaging
- Strange odor
- Wrong title with name
- Excessive use of tape or string
- Oil stains, discoloration or crystallized material on packaging
- Leaking contents

Procedures for handling a letter that contains powder or a written threat:

- 6.11.1. Set down the letter or leave it in place.
- 6.11.2. Isolate the work area where the letter is located so no one disturbs it.
- 6.11.3. Tell a coworker about the letter and to which restroom you are going. Have them call 911.
- 6.11.4. Wash your hands in soap and warm water for at least one minute. Blow your nose in tissue. Delay eating or drinking. Wait for further instructions from the Fire or Police Department.

6.11 BOMB THREAT

If a bomb threat is reported by telephone:

- 6.12.1. Assume the threat is real.
- 6.12.2. If possible, write "BOMB THREAT!" on a piece of paper and give it to another employee so that 9-1-1 can be called and people can be evacuated from the building while you are still on the phone.
- 6.12.3. Keep caller on the phone as long as possible.

6.12.4. Try to get detailed information, i.e. location of bomb, time set to go off, as well as, exact words of caller, gender, and other details you might interpret.

Questions to ask the caller:

- I. When will the bomb go off?
- II. Where is it?
- III. What does it look like?
- IV. What type of bomb is it?
- V. What will cause it to explode?
- VI. Did you place the bomb?
- VII. Why?
- VIII. What is your address?
- IX. What is your name?

All occupants shall follow regular evacuation procedures:

- 6.12.5. Evacuate the building; leave immediately. The time interval between a bomb threat and the actual explosion can be a matter of minutes.
- 6.12.6. No one should use radios, cell phones, pagers, etc. capable of radio transmission because the frequencies that these devices use could detonate the bomb.
- 6.12.7. Employees evacuating the building should try to notice anything suspicious on their way out as long as it does delay their exit.
- 6.12.8. Once outside, continue to the designated assembly area staying clear of the building being evacuated.
- 6.12.9. Do not re-enter. Wait outside until the building has been cleared by the responding official.
- 6.12.10. Never touch, handle, or move a suspicious object
- 6.12.11. Do not drive a car. Parking lots must be kept clear for emergency vehicle access.

Bomb threat by mail:

- 6.12.12. Do not handle any suspicious letter, card or package; don't allow anyone else to handle it. A suspicious package may be without a return address or from an unfamiliar vendor or source.
- 6.12.13. Evacuate the area.
- 6.12.14. Call 9-1-1.
- 6.12.15. For more details refer to the "Package or Letter with Possible Chemical or Biological Contaminants" section.

6.12 VIOLENCE OR THREATS OF VIOLENCE

Note the difference between an upset/irate person and an aggressive person. Never engage in violent activities with anyone.

If a person is upset or irate then they can often be calmed if the employee remains calm. Report to your supervisor as soon as possible when a customer, a vendor, a coworker, or a member of the public is violent or demonstrating disturbing behavior or threatens anyone.

If you encounter a hostile, irate or upset person or persons:

- 6.13.1. Stay calm and listen attentively.
- 6.13.2. Be polite.
- 6.13.3. Maintain eye contact.
- 6.13.4. Be courteous and patient.
- 6.13.5. Move and speak slowly, quietly and confidently.
- 6.13.6. Be empathetic to the person and acknowledge the person's feelings. Focus your attention on the person to let them know that you're interested in what they have to say.
- 6.13.7. Maintain a relaxed yet attentive posture and position yourself at a right angle to the person rather than directly in front of the person.
- 6.13.8. Make sure there is at least 3' to 6' of space between you and the person (beyond arm's reach). Arrange yourself so that the person cannot block your access to an exit
- 6.13.9. Use delaying tactics to get them time to calm down. For example, ask them if they would like a drink of water (in a disposable cup).
- 6.13.10. Be reassuring and point out choices. Break the big problems into smaller, more manageable problems.
- 6.13.11. If the situation gets out of control, exit the area and call 9-1-1.
- 6.13.12. Never take sides.
- 6.13.13. Never agree with distortions.
- 6.13.14. Never reject all their demands from the start.
- 6.13.15. Never brush the person off, be cold, or give them the runaround.
- 6.13.16. Never pose in challenging stances. For example, do not make sudden movements, place hands on your hips or cross your arms.
- 6.13.17. Never challenge, criticize, be impatient, be condescending, threaten, or dare the person.
- 6.13.18. Never try to make the situation seem less serious than it is.
- 6.13.19. Never make false statements or promises you can't keep.

If a person is aggressive or violent, get as much distance as possible from the person. If the person is brandishing a weapon, do not find yourself in a trapped position. Always try to have an escape route or exit. Follow these steps:

- 6.13.20. Identify the threat
- 6.13.21. Get away
- 6.13.22. Immediately call 9-1-1.

6.13 CIVIL DISTURBANCE

In the case of a civil disturbance, such as an angry group of people, unruly protest, riot, etc., do not treat the people causing the problem in a hostile manner in any way. If you feel that you are in danger, get away as quickly as possible. Get as much distance as you can between you and the group. If necessary, call 9-1-1 and have the Police Department handle the situation.

7.0 TRAINING

7.1 DRILLS

Practice and drills are vital to reducing panic and confusion. All employees shall take drills seriously and participate as much as possible. The more automatically employees react to the sound of the alarm, the more they may be responsive in a real emergency. Every employee should be able to react immediately the scenarios that they are most likely to encounter at work. Drills at the facility may include fire extinguisher use, spill response, and evacuation. Each of these drills are an effective method to learn and reinforce action plan procedures.

The evacuation drill is conducted on an annual basis and can be conducted by KWE RD Branch management, Fire Department or a third-party safety consulting company. The effectiveness of the drill is evaluated by having the evacuees complete the Evacuation Drill Evaluation form. The form is included in this plan as Appendix F.

7.2 EAP TRAINING

Emergency Action Plan training is provided to new employees as soon as possible. This training shall include the criteria listed in this program in addition to the actual evacuation drill. Additional training is also required whenever an employee's responsibilities and/or department reporting changes, or whenever a change in this policy effects employee actions. A combination of the written Emergency Action Plan, Power Point presentations, videos, and on the job instruction will be used to facilitate the EAP Training. Employees will be trained on:

- 7.2.1. Evacuations and sheltering in place: How to initiate an evacuation, and proper evacuation procedure as well as when to shelter in place.
- 7.2.2. Emergency specific procedures described in Section 7 of this EAP.
- 7.2.3. Fire prevention

7.2.4. General Spill Response.

8.0 RECORDKEEPING

Records will be kept as per KWE Injury and Illness Prevention Program.

Emergency Contacts

Name	Primary or Secondary	Phone
Maria Valladares , Building Facility Admin.	Primary	(310) 600-8563
George Pena , Warehouse Manager	Secondary	(323) 423-6129

Evacuation Coordinators

Name	Primary or Secondary	Phone
Maria Valladares , Building Facility Admin.	Primary	(310) 600-8563
George Pena , Warehouse Manager	Secondary	(323) 423-6129

Managers/Supervisors

Name	Phone
Carmen Gonzalez	(323) 346-8693
Eric Villalobos	(323) 423-6129
Nancy Bonani	(310) 251-6132
John Choi	(714) 614-7310
Sachi Nakamura	(714) 235-4768
Daren Muronaka	(310) 400-2880

Reporting Agency Telephone Numbers

Life-Threatening or Police/Fire Emergency

	9-1-1
City of Long Beach Police (non-emergency)	(562) 435-6711
Cal OSHA (Long Beach District Office)	(562) 506-0810
Harbor UCLA Medical Center	(310) 222-2345
Martin Luther King Jr. Community Hospital	(424) 338-8000
Emergency Management (preparedness info during & after disaster)	(800) 980-4990
Poison Control Center	(800) 222-1222
Los Angeles Regional Water Quality Control Board	(213) 576-6600
Los Angeles County Environmental Health CUPA	(323) 890-4045
CAL Water Rancho Dominguez	(310) 257-1400
Water Service Emergency	(800) 343-5397
Power Service Emergency	(800) 343-5397
Gas Service Emergency	(800) 427-2200
State Office of Emergency Services	(800) 852-7550
South Coast Air Quality Management District	(909) 396-2000

Assembly Area Head Count Form Page 2 of 2

Missing Employees Name(s)

Area Last Seen

1. _____.	_____.
2. _____.	_____.
3. _____.	_____.
4. _____.	_____.
5. _____.	_____.
6. _____.	_____.

Injured Employees Name(s)

Type of Injury

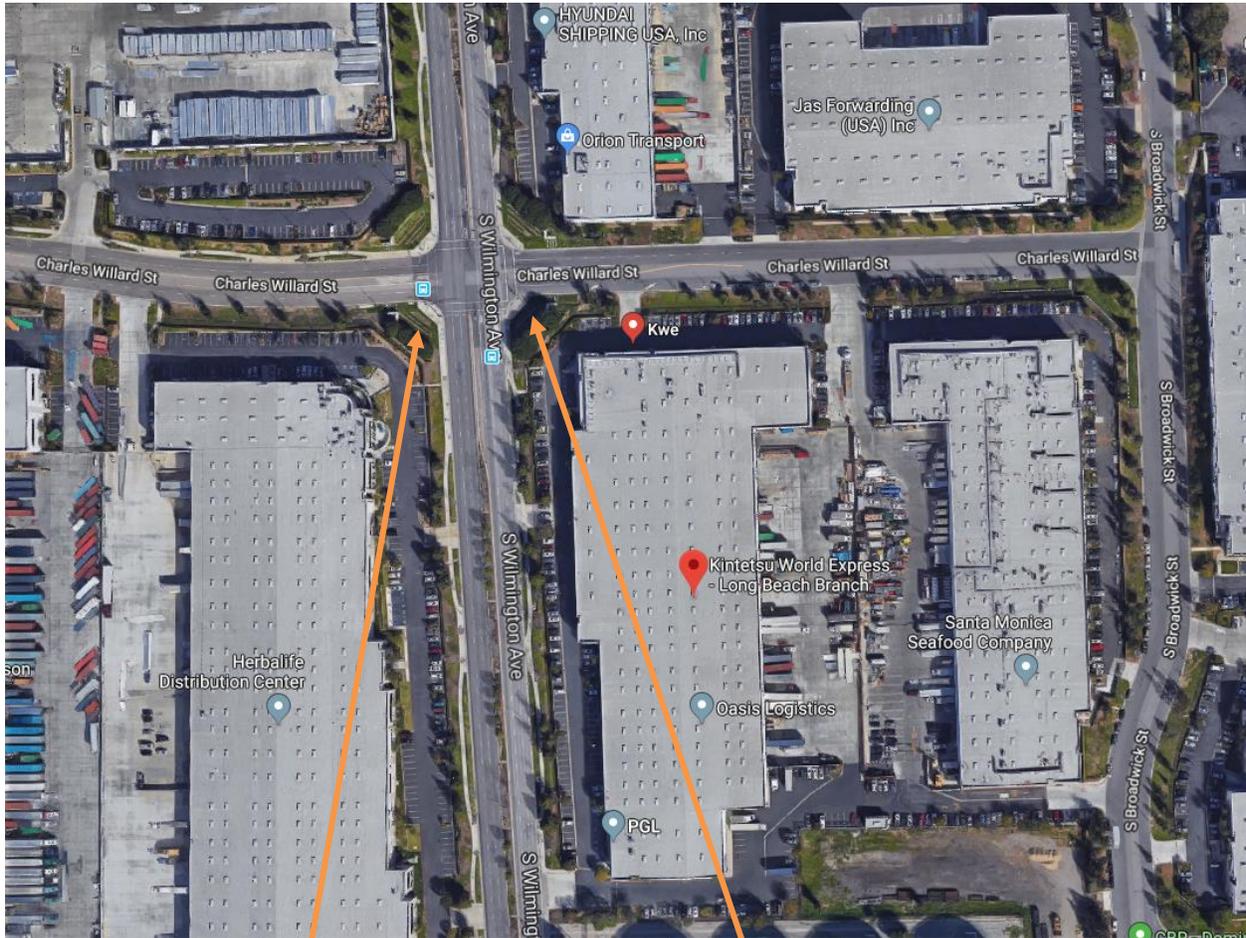
1. _____.	_____.
2. _____.	_____.
3. _____.	_____.
4. _____.	_____.
5. _____.	_____.
6. _____.	_____.
7. _____.	_____.

Additional Employees / Guest Name(s)

Problem(s)

1. _____.	_____.
2. _____.	_____.
3. _____.	_____.
4. _____.	_____.
5. _____.	_____.
6. _____.	_____.
7. _____.	_____.
8. _____.	_____.

Map of Assembly Areas



**Secondary
Assembly Area**

**Primary
Assembly Area**

Fire Prevention Plan

1. **Potential Fire Hazards:** 18450 S Wilmington Ave. may store products that are potential fire hazards. These products generally fall into one of the following categories:
 - 1.1. Flammable liquids such as gasoline and some paint related products.
 - 1.2. Flammable gases. Natural Gas and Propane are good examples.
 - 1.3. Combustible liquids such as diesel fuel, lubricating oils and some solvents.
 - 1.4. Overloaded electrical outlets
2. **Proper Handling and Storage Procedures:** Flammable materials are to be used only in well-ventilated areas. This will prevent a buildup of vapors to a level that could pose a health or fire/explosion hazard. Containers of flammable and combustible materials should be closed when not in use. They should also not be stored near a heat or ignition source. Smoking is not permitted when working with flammable liquids. Compressed gases are to be securely stowed at all times and, when not in use, valves are to be closed.
3. **Responsibilities:**
 - 3.1. Supervisors are responsible for the overall safety of the work areas under their respective control.
 - 3.2. Individual employees are responsible for keeping their work areas free of excessive debris and unwarranted accumulations of flammable and combustible materials.
 - 3.3. Management is responsible for ensuring available on-site firefighting and fire suppression equipment is properly maintained and available for immediate use.
 - 3.4. Supervisors are responsible for ensuring that significant spills of flammable and combustible liquids are contained and cleaned up according to the City's guidelines.
4. **Training:** Supervisors shall ensure that subordinate employees receive appropriate training on this Plan and on how to respond in the event of a fire emergency. In particular, this training shall include:
 - 4.1. Fire/Explosion Response
 - 4.2. Facility Evacuation Procedures
5. **Fire Extinguishers** servicing and maintenance is conducted in accordance with section 6.1 of the Emergency Action Plan.
6. **Automatic Fire Sprinkler System** servicing and maintenance is conducted in accordance with Section 6.1 of the Emergency Action Plan.
7. **Periodic Inspections** will be conducted in compliance with the KWE Injury and Illness Prevention Program. As part of these inspections, the contents of the fire and emergency preparedness and prevention checklists included as part of this plan are considered.

APPENDIX D

Fire Preparedness and Prevention Checklist (Optional)

Area Inspected: _____ Date: _____ Conducted By: _____

	Yes	No
1. Have all emergency systems and equipment been properly tested and inspected?		
2. Exit Signs, Monthly		
3. Fire Extinguishers, Monthly		
4. Extinguisher correct for hazard?		
5. Pin is in place?		
6. Plastic tab (seal) in place and secured to pin?		
7. Fully charged (Gauge is in green zone)?		
8. Sprinkler, Quarterly		
9. Fire Alarm, Annual Drill and Semi-Annual Contractor Inspection		
10. Are exits arranged and maintained to provide free and unobstructed exit from all parts of the building at all times when occupied? No lock or fastener shall be installed to prevent free escape from the inside of any building.		
11. Does the emergency lighting in the building allow safe access and light the direction to the exits when the main power has failed?		
12. Are door openings or means of egress 32 inches or greater in clear width?		
13. Do all exit doors swing in the direction of exit travel?		
14. Does the changeover of illumination energy sources in an emergency take less than 10 seconds?		
15. Do the battery-operated lights only use reliable types of rechargeable batteries, with suitable facilities for maintaining them in properly changed out condition?		
16. Is each exit route, in its entirety, arranged or marked so that the way to a place of safety is indicated in a clear manner? Any door or passageway that is not an exit or way to reach an exit, but is capable of being confused with an exit, shall be arranged or made to prevent occupant confusion with acceptable exits.		
17. Are the access routes to exits marked by readily visible signs in all cases where the exit is not immediately visible to an employee or visitor? Is sign placement such that no point in the exit access is more than 100 feet from the nearest visible sign?		
18. Are all doors, passageways or stairways that are neither exits nor a way to an exit, and so located or arranged as to be easily mistaken for an exit, identified by a sign reading "Not An Exit"?		
19. Is the distance of travel to a fire extinguisher for Class A (Wood, Paper) fires within 75 feet?		

Emergency Preparedness and Prevention Checklist (Optional)

Area Inspected: _____ Date: _____ Conducted By: _____

	Yes	No
1. Have you been trained in the use of fire extinguishers?		
1.1. If yes, do you know the location of the closest fire extinguisher?		
2. Are all exit doors, hallways and aisle ways in your work area clear (32” minimum) and unobstructed for emergency exiting?		
3. Are all windows closed securely each night?		
4. Are files and storage areas purged and cleared regularly to eliminate unnecessary paper storage?		
5. Are chemicals, paints, and fluid storage areas checked regularly to eliminate storage of old and unnecessary products?		
6. Are enough electrical plugs provided to eliminate the use of extension cords for daily operations?		
7. Do you know the best route to your assigned Assembly Area in the event of an evacuation?		
8. Do you know who to report to following an evacuation?		
9. Have you been trained in first aid and/or CPR?		
10. If provided, do you know where the closest First Aid Kit is located in your work area?		
11. Are all bookcases and other tall furniture secured to avoid tipping in the event of an earthquake?		
12. Are the KWE RD Branch’s Telephone Numbers (Appendix A to the EAP) posted in a prominent location?		
13. Do you know where yours Emergency Action Plan is located?		

Evacuation Drill Evaluation Form

Employee Name (optional): _____

Assembly Area: _____

Person in Charge: _____

Date: _____

Please take a moment to fill out this evaluation form to allow us to correct any deficiencies that may exist in our evacuation program.

	True	False
1. I could hear the evacuation alarm.	<input type="checkbox"/>	<input type="checkbox"/>
2. I had been trained on the evacuation procedure.	<input type="checkbox"/>	<input type="checkbox"/>
3. I knew the evacuation route out of my work area.	<input type="checkbox"/>	<input type="checkbox"/>
4. I knew where my Assembly Area was located.	<input type="checkbox"/>	<input type="checkbox"/>
5. The Assembly Area was easy to find.	<input type="checkbox"/>	<input type="checkbox"/>
6. I did not stop for my personal belongings.	<input type="checkbox"/>	<input type="checkbox"/>
7. My superior knew what to do.	<input type="checkbox"/>	<input type="checkbox"/>
8. A head count was taken at the Assembly Area	<input type="checkbox"/>	<input type="checkbox"/>
9. I did not run during the evacuation drill.	<input type="checkbox"/>	<input type="checkbox"/>
10. I remembered what I was supposed to do.	<input type="checkbox"/>	<input type="checkbox"/>

General Comments:

APPENDIX F

Emergency equipment listed in Table 1 is available to employees who have been trained in its operation, use, function, and limitations.

EMERGENCY EQUIPMENT INVENTORY TABLE 1

1. Equipment Category	2. Equipment Type	3. Locations	4. Description
Personal Protective	<input checked="" type="checkbox"/> Face Masks	Maria Valladares Desk	
	<input checked="" type="checkbox"/> First Aid Kits/Stations (<i>describe</i>)	Warehouse/Office - in Kitchens Warehouse (Between door 12 &13 Overhead door)	4 shelf kits (Cintas)
Equipment, Safety	<input checked="" type="checkbox"/> Hard Hats	George Pena Office	
	<input checked="" type="checkbox"/> Eye Wash Stations	Warehouse #1 Next to overhead door 1 #2 Back warehouse roof ladder	Gravity eye wash (Cintas)
Equipment, And First Aid Equipment	<input checked="" type="checkbox"/> Portable Eye Wash Kits (<i>i.e. bottle type</i>)	Inside First aid kits	Bottled
	<input checked="" type="checkbox"/> Safety Glasses/Splash Goggles	Warehouse	
	<input type="checkbox"/> Other (<i>describe</i>)		
Fire Extinguishing Systems	<input checked="" type="checkbox"/> Automatic Fire Sprinkler Systems		
	<input checked="" type="checkbox"/> Fire Alarm Boxes/Station	Front Lobby	
	<input checked="" type="checkbox"/> Fire Extinguisher Systems (<i>describe</i>)	Throughout Building	ABC Portable Extinguishers
	<input type="checkbox"/> Other (<i>describe</i>)		
Communications And Alarm Systems	<input checked="" type="checkbox"/> Intercoms/ PA Systems		
	<input checked="" type="checkbox"/> Portable Radios/Cell Phone		
	<input checked="" type="checkbox"/> Telephones		
	<input checked="" type="checkbox"/> Security Alarm		
	<input type="checkbox"/>		
Additional Equipment	<input type="checkbox"/>		
	<input type="checkbox"/>		