

## **EMERGENCY RESPONSE PLAN**

The purpose of this section is to define the project’s Emergency Response Plan (ERP), responsibilities for project supervision and workers and specific steps to be taken in the event of an emergency or crisis situation.

### **Arrive T1 Emergency Response Group**

NAME	CONTACT NUMBER
VP and Project Director - Steve Rule	(510) 407-9670
Construction Manager - Paul Costa	(213) 216-4389
Landside PM - Paul Mignone	(760) 497-2926
Gen Superintendent – Tom Carnahan	(916) 275-1976
Civil Superintendent – Tanner Peyton	(626) 320-9044
Safety Director – Danny Brown	(702) 379-6530

### **Airport Emergency Contacts**

NAME	CONTACT NUMBER
Harbor Police / Fire Department	(619) 686-8000
Ambulance	(619) 686-8000
Airport Operations	(619) 400-2710
AA CM – Brian Lahr	(619) 871-0054
AA Safety – Steve Samuelson	(619) 990-7519

1. Roles and Responsibilities

a. **Project Safety Manager- *Danny Brown***

- i. Responsible for the development of this plan and revisions.
- ii. Assess emergency response plan on a regular basis through audits and inspections.
- iii. Determine and make the appropriate notifications to regulatory agencies.
- iv. Assist the Incident Commander (Steve Rule/Paul Costa) in the control of any emergency situations.
- v. Notify HSE Managers (Andres Orozco/Steve Shingary) of all emergency events.

b. **ARRIVE T1 Project Management Team – *Paul Costa***

- i. Review and understand the procedures outlined in this plan.
- ii. Assist as needed with roles and responsibilities outlined.
- iii. Train all workers to the Emergency Response Plan.
- iv. Assign duties and responsibilities to all Arrive T1 project management staff.
- v. Ensure the availability of first aid equipment to workers on the project.

c. **Site Supervision (Subcontractor Supervision/Foremen) – *Tom Carnahan/Tanner Peyton***

- i. Designate the appropriate personnel to render First Aid and CPR.TY/7

- ii. Have at least one of those designated person(s) available at all times on the job site while work is being conducted to render first-aid and CPR.
- iii. Trades are to provide emergency contact information.
- iv. Ensure workers are trained to this plan prior to starting work on-site.
- v. Assist and participate with site emergency & evacuations drills.
- vi. Immediately notify ARRIVE T1 Project Management of any emergency event.
  - a. Complete the following in the event of an emergency:
    - i. Report to ARRIVE T1 Project Management.
    - ii. Direct workers to the emergency assembly area.
    - iii. Taking a head count of all direct reports.

**d. Workers - Superintendents and Competent Persons**

- i. Respond immediately to instructions from the emergency response team.
- ii. If workers witness an incident, they are to do the following:
  - 1. Immediately call for ARRIVE T1 project management.
  - 2. Muster at the emergency assembly area(s).
  - 3. Advise supervision if they were witness to the event.
  - 4. Assist in control of worker safety and site security.
  - 5. Emergency/Evacuation Drills
    - a. Conducted annually to evaluate the effectiveness of the Emergency Response Plan.
    - b. Documented using Emergency and Evacuation Annual Drill Log Sheet for recordkeeping.
- iii. Supervision and Workers are to participate and follow emergency response procedures.

**e. Incident Commander- Steve Rule/Paul Costa**

- i. Project Management assumes the role of the Incident Commander:
  - 1. Coordinate with Safety to assess the situation and respond accordingly.
  - 2. Coordinate with and ensure First Aid/Emergency Response Team is responding.
  - 3. Maintain communications with emergency workers.
  - 4. Manage all media communication.

**f. Emergency Response Team Responsibilities**

- i. Trained in:
  - 1. Site Emergency Response and Responsibilities
  - 2. First Aid
  - 3. CPR Certified
  - 4. AED

**g. Irate Employee or Public Individual - ARRIVE T1 Field Office**

- i. In any situation involving an irate employee or public individual, try to remain calm and discuss the situation with the individual. If the situation is impossible or the individual becomes abusive or threatening, walk away from the situation.
- ii. Call 911 or Airport Police. Airport Police can handle the situation and will remove the individual from the site. No personnel are to put themselves in danger or endanger other construction personnel.

**h. Fall Retrieval – Rescue Procedures**

- i. In the unlikely event that a fall arrest occurs on-site, personnel with the use of an articulating man lift or ladders where feasible, will rescue all employees. Alternate rescue would be through airport emergency services (619) 686-8000.
- ii. In the event of a fall, the following people will be notified immediately:
  - 1. Site Executives
  - 2. Site Safety Management

**2. Emergency Response Team Procedures**

- i. Follow all commands given by the Incident Commander.
- ii. Respond and manage the event.
- iii. Control access in and out of the site.
- iv. Direct emergency response units.
- v. Establish control at scene of incident.
- vi. Control potential secondary incidents.
- vii. Evaluate the scene before entering.
- viii. Identify and preserve evidence.

**b. Emergency Notification Procedures**

- i. Primary means of evacuation will be by word of mouth and 3 blasts of an air horn (will continue until Emergency Services are on site and area is secure).
- ii. Notify all appropriate ARRIVE T1 Project Management. (See Call Tree)
- iii. If emergency services are required
  - 1. Call Harbor Police (HPD): 619-686-8000
  - 2. Call Airport Operations: 619-400-2710

**c. When making notification, state the following:**

- i. The nature of the emergency (fire, injury, spill).
- ii. Evaluation of the extent of the emergency.
- iii. Other comments pertinent to the emergency.
- iv. Location of area where the incident occur.
  - 1. Gate Number
  - 2. Zone Number
  - 3. Floor number (if interior)

**d. CPR / First Aid Employees Onsite:**

- i. **1<sup>st</sup> Aid Response Medic:**
  - 1. 1<sup>st</sup> Aid Response: (760) 496-8039
  - 2. Danny Brown: (702) 379-6530
  - 3. Steve Rogers: (619) 742-1681
- ii. **Superintendents (Emergency/Gate Responsibilities)**
  - 1. Jason Morgan (Roamer)
  - 2. Victor Bennett (Roamer)
  - 3. Joe Bielasz (Roamer)

4. Dan Harmeson (Roamer)
5. Thomas Daniels (Roamer)
6. Tae Kim (Roamer)
7. Nate Morrisroe (Roamer)
8. Patrick Fonseca (PMC Trailer)
9. Rob Harrison (Gate 1)
10. Jason Morgan (Gate 1)
11. James Anthony (Gate 2)
12. TBA (Gate 2)
13. Tony Aguilar (Gate 3)
14. Jonathan Howard (Gate 3)
15. Naz Kargosha (Gate 4)
16. Daniel Rio (Gate 5)
17. Shelby Eller (Gate 5)
18. Wes Jackson (Gate 6)
19. Kennedy Kioko (Gate 6)

iii. **Safety**

1. Danny Brown
2. Scott Macdonald
3. Steve Rodgers
4. Shelby Eller
5. Hugo Jimenez
6. Greg Dildine
7. Kennedy Kioko
8. Susanna Carey
9. Julietta Ortiz
10. Anthony Valencia (Swing)
11. Salvador Whalen
12. Alfredo Aparicio (Night)
13. Jennifer Johnson (Safety Trailer)

3. **Emergency Evacuation Plan**

a. **ARRIVE T1 project management is to:**

- i. Assess the nature of the emergency.
- ii. Determine if equipment and energy sources need be shut down.
- iii. Establish site security to keep non-essential workers from the area.
- iv. Superintendent/Competent Person is to take a head count.

b. **Workers are to:**

- i. Stop all work and safe off area.
- ii. Cease all work.
- iii. Lower all loads.
- iv. Shut down all equipment/vehicles (leave keys in equipment/vehicle)
- v. Proceed and gather at the emergency assembly area (Muster Point)
- vi. Report to your Superintendent/Competent Person

- c. **When given the command, exit the site property. Site Plot Plan**
  - i. The site plan is to be addressed with emergency response agencies.
  - ii. The following will be identified on the site plot plan: See Attachment
    - 1. Muster/meeting area
    - 2. Media assembly area
  
- d. **Entrance**
  - i. Access to this site is located off of N. Harbor Dr. onto Winship Lane
  - ii. Access to this site is located off of N. Harbor Dr. onto Liberator Way
  
- e. **Phones**
  - i. All management have cell phones on person.
  - ii. Superintendent/Competent Person in most cases will have a cell phone on person.
  - iii. Emergency Response Contact List (Post on-site).
  
- f. **Fire Extinguisher/Fire Fighting Equipment**
  - i. Class A Fire Extinguishers will be on-site.
  - ii. Fire Extinguishers will be placed every 75 feet of travel.
  - iii. Refer to site plot plan for locations.
  - iv. Note: All fire extinguishers may not be identified.
  
- g. **First-Aid Kits**
  - i. Shall be identified on the evacuation plan, be easily accessible to all workers, and protected from the weather.
  - ii. Kits shall be Type II or Type III and at a minimum, meet the requirements for a 16-unit container.
  - iii. All Superintendents/Competent Persons must have First Aid kit in work vehicle.
  - iv. Locations shall be clearly marked and distributed throughout the site(s).
  - v. First Aid Kit and AED is located in:
    - 1. Safety Trailer
    - 2. Field Trailer
    - 3. PMC Trailer
    - 4. AA Trailer
  - vi. Subcontractors are expected to have a first aid kit for their workers.
  
- h. **Emergency Assembly Area**
  - i. Primary emergency assembly area is located immediately outside ARRIVE T1 *Safety / Field office*.
  - ii. Secondary emergency assembly areas are shown on the project logistics plan.
  - iii. Refer to site plot plan for locations.
  
- i. **Media Assembly Area**
  - i. The designated media assembly area is located adjacent to Project Management Office (PMO)
  - ii. Only the approved Media Spokesperson is to communicate with any media (Steve Rule).
  - iii. At the entrance of the PMC office complex
    - 1. 3032 N Harbor Dr., Trailer B, San Diego CA 92101

**4. Emergency Services**

- j. ARRIVE T1 project management shall coordinate site plan with emergency services.
- k. 2 Members of ARRIVE T1 management are assigned and shall meet at each gate throughout the jobsite to escort emergency services to incident location.
- l. Area shall be cleared for emergency services.
- m. Workers are to be used to flag services to the area involved/incident.
- n. In the event a helicopter has to be landed the selection of the landing zone will be determined by emergency services.

**5. After Hour Emergency Response Team:**

- o. Night Super: Marvin Machado (760) 916-9105
- p. Night Safety Manager: Alfredo Aparicio (323) 845-2783
- q. ARRIVE T1 project management shall coordinate site plan with emergency service.

**6. Crisis Communication Plan**

- r. A Crisis is a significant disruption of one or more company’s normal activities that may stimulate media coverage and/or public scrutiny.
  - i. Report any significant event where an incident has occurred, creating a disturbance to the site, surrounding areas or which can or has impacted the community.
  - ii. ARRIVE T1 Project Management shall communicate all critical information regarding the crisis to the appropriate personnel.
  - iii. ARRIVE T1 project management shall complete the incident form as soon as reasonably possible to assist Arrive executive team with fact gathering.
  - iv. Safety Team to call the Crisis Hotline (866) 388-7637.

**7. Project Executive, Steve Rule, will determine if the incident is a crisis and implement the crisis communication plan as needed.**

- s. The following shall be done in the event the **Crisis Communication Plan** is implemented:
  - i. Project Executive will notify appropriate personnel.
  - ii. Project Safety Staff will notify the appropriate Safety Managers.
  - iii. Project Executive will prepare a Key Message/Statement in consultation with ARRIVE T1 executive team.
  - iv. Project Executive, using the same key message statement, will communicate the facts of the crisis to workers including updates as soon as reasonably possible.

**t. Media Relations**

- i. In all cases, the Project Executive, Steve Rule is designated as the media spokesman.
- ii. If not available, he will appoint a designate to speak on his behalf.
- iii. No other personnel/staff/craft are to communicate with the media.

**u. ARRIVE T1 project management will ensure the following:**

- i. All workers understand that they shall not address or speak to the media.
- ii. Communicate to workers that the Project Executive will address media once all the facts have been gathered and the timing is appropriate.
- iii. In the event media approaches workers on-site, the following shall be done:

1. Direct media to the media staging area.
2. At no time shall media enter the site.
3. Be courteous and explain that company procedure is to provide information in a timely and accurate fashion.
4. Direct inquires to the Project Executive.

**8. Procedures for Emergency Events**

**v. Damage to Active Utility**

- i. Ensure you and your personnel are safe.
- ii. Call Airport Operations: (619) 400-2710.
- iii. Contact ARRIVE T1 Superintendent/Competent Person
- iv. ARRIVE T1 Supervision to mobilize to Point of Incident and inform additional parties
- v. Subcontractor, ARRIVE T1, and SDCRAA Personnel to discuss course of action.
- vi. ARRIVE T1 to contact appropriate emergency contractor: Electrical, Plumbing, Hazardous Material.
- vii. Fuel.
- viii. ARRIVE T1 Rep, Operations, SDCRAA, and Subcontractor to agree on immediate corrective action & implement. Agree on monitoring and follow up.
- ix. Document using the investigation process as outlined.

**w. Severe Lightning Storms**

- i. Open bodies of water are to be avoided.
- ii. Workers are to be removed from the tops of any buildings.
- iii. Remove workers from the vicinity of high power lines, equipment (especially cranes) and metal objects continuous in nature (i.e. fences, pipelines).

**x. Earthquakes**

- i. Everyone should keep the following in mind immediately after an earthquake:
- ii. Get to an area of safety as soon as possible and until the earthquake is over.
- iii. **Indoors:**
  1. Drop, cover and hold on.
  2. Avoid windows and other hazards.
  3. Do not use elevators.
  4. Do not be surprised if sprinkler systems or fire alarms activate.
- iv. **Outdoors:**
  1. Avoid power lines, trees, signs, buildings, vehicles and other hazards
  2. Keep your hard hat on during the earthquake.
  3. If there is a structural collapse or the threat of collapse, the following shall apply:
    - a. The area of the earthquake should be secured.
    - b. People should be kept out of the area except for those rendering emergency aid.
    - c. Area utilities should be turned off quickly as possible providing it is safe to do so.
  4. When the earthquake is over, move to the muster area.
  5. On the way to the muster area, if you find an injured person report them immediately.
  6. If you are hurt and are unable to move, remain calm and wait for help.

**y. Fire**

- i. Notify Project Management.
- ii. Notify Airport Operations.
- iii. Evaluate a fire with regards to controlling it.
  - 1. If needed, notify Harbor Police.
- iv. Attempt to extinguish or control the fire.
- v. Remove any combustibles.
- vi. Prepare to take the necessary evacuation steps.
- vii. Leave lights on (if applicable).

**z. High Winds**

- i. Lower all equipment with booms and close the cabs of all equipment.
- ii. Secure loose materials and portable equipment.
- iii. Secure/store flammable liquids and materials.
- iv. Disconnect electrical equipment.
- v. Secure doors, windows and gates with shutters, tape or braces.
- vi. If possible, photograph site and equipment.

**aa. Flooding**

- i. Remove workers from areas of depression.
- ii. Prepare workers to evacuate on short notice.
- iii. Vehicles are not to transverse water courses.
- iv. In the event of an evacuation, shut down all equipment.
- v. Do not attempt to shut down any electrical equipment located in wet areas.

**bb. Hazardous Substance Spill/Release**

- i. Implement the spill plan as identified in the Environmental Action Plan.
- ii. Refer to the Safety Data Sheet (SDS) for detailed procedures.
- iii. Secure the area.
- iv. If the spill/release is an airborne vapor spill or a large uncontrolled spill of liquid, contact the local emergency services.
- v. If needed, notify Environmental Manager, Ryan Fitch (760) 315-1631.

**cc. Bomb Threats (San Diego Airport Procedures will coincide with this plan)**

- i. Attempt to obtain the following information:
- ii. When is the bomb going to explode.
- iii. Where is the bomb located.
- iv. What kind of bomb is it.
- v. What does the bomb look like.
- vi. Why was the bomb placed.
- vii. Note/record the following information:
  - 1. Phone display for caller identification (if applicable)
  - 2. Time
  - 3. Exact words of the person making the threat.
  - 4. Make determination of age of person (child/adult).
  - 5. Sex of caller.
  - 6. Speech or accent patterns.
  - 7. Background noises.



9. **If a suspected bomb is received by mail:**

8. Do not handle the envelope or package.
9. Notify the Superintendent.
10. Immediately evacuate all workers from the site.
11. Contact law enforcement officials.
- viii. Notify Superintendent and initiate evacuation procedures. **(San Diego Airport Procedures will coincide with this plan)**
- ix. Warn surrounding occupants (homeowners, site workers).

dd. **Biological Emergencies**

- i. A biological emergency involves the release of a toxic substance, usually a bacteria or virus which is absorbed through skin, eaten or inhaled.
- ii. It may be spread through an accidental spill, the mail, an explosive device, the ventilation system, food, the water supply or aerosol release.
- iii. Some characteristics of suspicious packages and letters include the following:
  1. Excessive, inadequate, or missing postage
  2. Inappropriate Air Mail and Special Delivery stickers
  3. Have no return addresses, or have one that can't be verified as legitimate.
  4. Foreign mail from politically unstable or hostile countries.
  5. Postmark is different from the return address location.
  6. Have strange odors, discoloration, oily stains, or crystallizations on them.
  7. Are of unusual weight, given their size, or oddly shaped
  8. Protruding wires or tin foil.
9. Excessive securing material such as tape, string, etc.

ee. **Active Shooter**

- i. **Run:**
  1. Have an escape route and plan in mind.
  2. Leave your belongings behind.
  3. Evacuate regardless of whether others agree to follow.
  4. Help others escape, if possible.
  5. Do not attempt to move the wounded.
  6. Prevent others from entering an area where the active shooter may be.
  7. Keep your hands visible.
  8. **Call Harbor Police Dept. (619) 686-8000 when you are safe.**
  9. **DO NOT HANG UP UNLESS TOLD TO DO SO BY THE EMERGENCY OPERATOR**
- ii. **Information to provide to ARRIVE T1 Emergency operations:**
  1. Location of the active shooter.
  2. Number of shooters.
  3. Physical description of shooters.
  4. Number and type of weapons shooter has.
  5. Number of potential victims at location.
- iii. **Hide:**
  1. Hide in an area out of the shooters view.

2. Lock door or block entry to your hiding place.
3. Silence your cell phone (including vibrate mode).
4. Remain quiet.

iv. ***Fight***

1. Fight as a last resort and only when your life is in imminent danger.
2. Attempt to incapacitate the shooter.
3. Act with as much physical aggression as possible.
4. Improvise weapons or throw items at the active shooter.
5. Commit to your actions... Your life depends on it.

v. ***When law enforcement arrives:***

1. Remain calm and follow instructions.
2. Drop items in your hands (e.g., bags, jackets).
3. Raise hands and spread fingers.
4. Keep hands visible at all times.
5. Avoid quick movements toward officers, such as holding on to them for safety.
6. Avoid pointing, screaming or yelling.
7. Do not ask questions when evacuating.
8. The first officers to arrive on scene will not stop to help the injured.
9. Expect rescue teams to follow initial officers.
10. These rescue teams will treat and remove injured.

ff. ***Once you have reached a safe location:***

- i. You will likely be held in that area by law enforcement until the situation is clear.
- ii. All witnesses have been identified and questioned.
- iii. Do not leave the area until law enforcement authorities have instructed you to do so.

**EMERGENCY TEAM RESPONSIBILITIES**

PROJECT NAME		PROJECT LOCATION	CROSS STREETS
Turner-Flatiron JV Arrive T1		3032 N Harbor Dr Trailer B, San Diego CA 92101	Harbor Dr/Liberator Way
PRIMARY ASSEMBLY AREA		SECONDARY ASSEMBLY AREA	MEDIA ASSEMBLY AREA
Far side of the Safety and Field office parking lot.		PMC Parking Lot	Entrance of PMC offices.
EMERGENCY RESPONSE PLAN			
Abbreviations	FL – Flashlight Issued    AH – Air Horn <b>M</b> - Medical Incident <b>E</b> - Evacuation		
TITLE	PERSON RESPONSIBLE	RESPONSIBILITY	
<b>Incident Commanders</b>	<ul style="list-style-type: none"> <li>- Steve Rule</li> <li>- (510) 407-9670</li> <li>- Paul Costa</li> <li>- (213) 216-4389</li> </ul>	<ul style="list-style-type: none"> <li>- <b>M/E</b> - Located at the scene of the emergency directing operations</li> <li>- Determine if the crisis communication plan is required</li> <li>- Determine what type of emergency services is required</li> <li>- Determine and mandate evacuation of the trailer</li> <li>- Assume Communication responsibilities if Communication Monitor is out of office.</li> </ul>	
<b>Site Coordinators / Trailer Wardens</b>	<ul style="list-style-type: none"> <li>- Tanner Peyton</li> <li>- (626) 320-9044</li> <li>- Paul Mignone</li> <li>- (760) 497-2926</li> </ul> <p><b>PMC</b></p> <ul style="list-style-type: none"> <li>- Patrick Fonseca</li> <li>- (510) 913-3255</li> <li>- Tom Carnahan</li> <li>- (916) 275-1976</li> <li>- Bobby Kalar</li> <li>- (760) 410-9714</li> <li>- Rich Sullivan</li> <li>- (412) 292-0516</li> </ul>	<ul style="list-style-type: none"> <li>- <b>M</b> - Provide a clear path from door to area of specific event</li> <li>- <b>M</b> - Wait at door and escort to specific area of event</li> <li>- <b>E</b> - Position at exits, advising and assisting staff with evacuating down stairwells to evacuation point.</li> <li>- <b>E</b> - Proceed to emergency assembly area once trailer is clear.</li> <li>- <b>E</b> - Impaired persons are to stay inside trailer if unable to evacuate.</li> <li>- <b>E</b> - Trailer Warden to stay with person until they can be properly evacuated.</li> </ul>	

**EMERGENCY TEAM RESPONSIBILITIES**

<p><b>Street Coordinator Trailer Monitors</b></p>	<p><b>Field</b></p> <p><b><u>Gate 1</u></b></p> <ul style="list-style-type: none"> <li>- Rob Harrison</li> <li>- (760) 594-4116</li> <li>- Jason Morgan</li> <li>- (619) 456-8027</li> </ul> <p><b><u>Gate 2</u></b></p> <ul style="list-style-type: none"> <li>- James Antony</li> <li>- (310) 220-5233</li> </ul> <p><b><u>Gate 3</u></b></p> <ul style="list-style-type: none"> <li>- Tony Aguilar</li> <li>- (619) 942-1992</li> <li>- Jonathan Howard</li> <li>- (858) 860-4323</li> </ul> <p><b><u>Gate 4</u></b></p> <ul style="list-style-type: none"> <li>- Naz Kargosha</li> <li>- (858) 900-1228</li> </ul> <p><b><u>Gate 5</u></b></p> <ul style="list-style-type: none"> <li>- Daniel Rio</li> <li>- (657) 570-1826</li> <li>- Shelby Eller</li> <li>- (661) 808-7377</li> </ul> <p><b><u>Gate 6</u></b></p> <ul style="list-style-type: none"> <li>- Wes Jackson</li> <li>- (216) 338-4273</li> <li>- Kennedy Kioko</li> <li>- (949) 627-3386</li> </ul>	<ul style="list-style-type: none"> <li>- <b>M</b> - Wait at entrance and flag down emergency vehicles</li> <li>- <b>M</b> - Direct to entrance of trailer</li> <li>- <b>E</b> - Stand near trailer and direct staff to nearest stairwell</li> <li>- <b>E</b> - Proceed to emergency assembly area once trailer is clear</li> </ul>
<p><b>Communication Monitors</b></p>	<ul style="list-style-type: none"> <li>- Darla Wilson</li> <li>- (858) 337-5707</li> <li>- Jennifer Johnson</li> <li>- (714) 293-4858</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate between Incident Commander and Emergency Services</li> <li>- <b>M/E</b> - Contact Project Executive (on Site)</li> <li>- Advise if shelter in place is activated</li> <li>- Notify Police if there is bomb or suspicious package threat</li> </ul>

**EMERGENCY TEAM RESPONSIBILITIES**

<p><b>Office Coordinators</b></p>	<ul style="list-style-type: none"> <li>- Christina Johnson</li> <li>- (619) 576-8998</li> <li>- Jen Barney</li> <li>- (619) 251-5704</li> </ul>	<ul style="list-style-type: none"> <li>- <b>M/E</b> – As directed will notify emergency services</li> <li>- <b>E</b>- If required, blast air horn to notify staff</li> <li>- <b>E</b>- Advise Incident Commander of who is out of the office</li> <li>- Prior to exiting grab the visitor log sheet and provide to the assembly coordinator.</li> <li>- Notify Sr. Management of any bomb or suspicious package threat.</li> </ul>
<p><b>Emergency Assembly Coordinators</b></p>	<ul style="list-style-type: none"> <li>- James Antony</li> <li>- (310) 220-5233</li> </ul>	<ul style="list-style-type: none"> <li>- <b>E</b>- Wear yellow vest to be visible</li> <li>- <b>E</b>- Assemble staff at the emergency assembly area</li> <li>- <b>E</b>- Conduct a roll call and accountability of all staff and visitors</li> <li>- <b>E</b>- Advise Incident Commander of staff status</li> </ul>
<p><b>Roamer/ Room Monitors</b></p>	<ul style="list-style-type: none"> <li>- <b>Zone 1 &amp; 2</b> Dan Harmeson (Roamer) 714) 745-1850</li> <li>- <b>Zone 3</b> Victor Bennett (Roamer) (619) 201-2176</li> <li>- <b>Zone 3</b> Joe Bielasz (Roamer) (619) 372-7421</li> <li>- <b>Zone 4</b> Thomas Daniels (Roamer) (619) 430-3586</li> <li>- <b>Zone 5</b> Jason Morgan (Roamer) (619) 214-2379</li> <li>- <b>Zone 6</b> Tae Kim (Roamer) (619) 991-3163</li> <li>- <b>PMC</b> Nate Morrisroe (Roamer) (248) 891-9676</li> <li>- <b>All Areas</b> Steve Rogers (Roamer) (619) 742-1681</li> </ul>	<ul style="list-style-type: none"> <li>- <b>E</b>- Wear designated vest when advising staff to leave</li> <li>- <b>E</b>- Walk area of responsibility to ensure all staff have been notified to evacuate office</li> <li>- <b>E</b>– Verify all employees have evacuated the trailers.</li> <li>- <b>E</b>- Assist with directing staff to evacuation point and emergency assembly area</li> </ul>
<p><b>First Aid Attendant</b></p>	<ul style="list-style-type: none"> <li>- Hugo Jimenez</li> <li>- (858) 231-7030</li> <li>- Greg Dildine (Heat Illness)</li> <li>- (619 403)-6620</li> <li>- <u>Night</u></li> <li>- Anthony Valencia</li> <li>- (858) 213.3959</li> </ul>	<ul style="list-style-type: none"> <li>- <b>M/E</b> - Provide first aid as required</li> <li>- <b>M/E</b> - Stay with injured person to help Arrive team</li> <li>- <b>M/E</b> - If fire occurs attempt to extinguish, if safe to do so</li> </ul>
<p><b>Office: Staff, Visitors, Guest</b></p>	<ul style="list-style-type: none"> <li>- All visiting staff, visitors and guest are to sign in at the front desk.</li> <li>- Take direction from emergency response team.</li> <li>- Exit through the loading dock</li> <li>- Walk to the identified emergency assembly area</li> <li>- Meet with the emergency assembly area coordinator</li> </ul>	

**EMERGENCY TEAM RESPONSIBILITIES**

**Nearest Medical Facilities**

<i><b>FIRST AID ROOM &amp; FIRST AID KIT</b></i>	<i><b>MAN BASKET</b></i>
SAFETY / FIELD TRAILER	SAFETY / FIELD TRAILER
<i><b>OCCUPATIONAL MEDICINE CLINIC</b></i>	<i><b>DEFIBRILLATOR</b></i>
Dunnum Occupational Care Dr. Dunnum 4510 Executive Drive, Suite 107 (858) 457-4717	SAFETY / FIELD TRAILER
<i><b>CLINIC</b></i>	<i><b>HOSPITAL</b></i>
<b>SHARP OCCUPATIONAL MEDICINE</b> 300 FIR ST. SAN DIEGO, CA 92101 (619) 446-1524	<b>SHARP MEMORIAL HOSPITAL</b> 7901 FROST ST. SAN DIEGO, CA 92123 (858) 939-3400
<b>Directions</b>	<b>Directions</b>
Turn Left on N Harbor Dr. Use the Left two lanes to turn onto W. Laurel St, In 1.0 miles turn Right onto Fourth Ave. Turn Right onto Fir St. SHARP is on the Right	Turn Right onto N Harbor Dr. Turn Right onto Laning Rd. Turn Right onto Rosecrans St. Continue onto Camino Del Rio W, Continue on I-8 EAST. Take CA-163 North. Take exit 6 from CA-163 N.  Use the Right lane to turn Right onto Mesa College Dr. Make a Sharp Right onto Health Center Dr. Turn Left onto Frost St. Turn Right and the Hospital is on your Right

**EMERGENCY TEAM RESPONSIBILITIES**

INCIDENT INVESTIGATION		
<b>Project Management / Danny Brown</b>	Safety Manager to investigate all incidents related to the office and communicates any corrective action plans required.	
	<ul style="list-style-type: none"> <li>- Control the scene</li> <li>- Control potential repeat occurrences</li> <li>- Photograph the scene</li> <li>- Sketch the scene</li> <li>- Preserve evidence</li> </ul>	<ul style="list-style-type: none"> <li>- Identify and interview witnesses</li> <li>- Establish root cause</li> <li>- Complete Incident Report</li> <li>- Complete Notification Report</li> <li>- Complete Lessons Learned</li> </ul>