

## Section 19

### Safety

#### Overview

---

**Introduction** To establish the responsibility and procedure to promote essential Workforce Development Department (WDD) security and safety precautions, emergency actions, and to maintain efficient and orderly use under County jurisdiction.

---

**References**

- County of San Bernardino Policy Manual, [Chapter 13](#)
- Risk Management Employee Safety and Health Manual
- Occupational Safety and Health Administration (OSHA) Information located in Risk Management [website](#)

---

**In this section** This section contains the following topics:

Topic	See Page
Overview	19-1
Safety Coordinator	19-2
Emergency Operation Plan	19-4
Emergency Action Plan	19-6
Emergency Evacuation Plan	19-7
Lockdown / Shelter-In-Place Plan	19-9
Occupational Injuries	19-11
Incident Report	19-13

---

# Safety Coordinator

---

**Introduction** Workforce Development Department (WDD) has an assigned Department Safety Coordinator and an assigned Office Safety Coordinator at each of the America's Job Center of California (AJCC). Both the Department and Office Safety Coordinators work together to plan and implement safety procedures for the Department.

---

**Safety Coordinators** The WDD Safety Coordinators for the department and AJCC's are:

Department/AJCC	Safety Coordinator Name
Department	Fred Burks
WDD Office	Gustavo Cisneros
East Valley AJCC	DaVena Green
High Desert AJCC	Nilda Mireles
West Valley AJCC	Marcia Serrano

---

**Department Safety Coordinator responsibilities** The Department Safety Coordinator is responsible for:

- Coordinating Emergency Action Plans (EAP) for the department and each AJCC location,
- Overseeing internal disaster recovery plans,
- Disseminating air pollution alerts for WDD,
- Assisting and leading the development of office emergency procedures,
- Holding safety meetings –minimum, twice per year - with the Office Safety Coordinators,
- Scheduling emergency drills –minimum, twice per year - with the Office Safety Coordinators, and
- Facilitating the department's participation in the County's annual Great Shake Out event.

---

**Office Safety Coordinator responsibilities** As the main communication link for emergencies that occur, under direction of the Department Safety Coordinator, the Office Safety Coordinator is responsible for developing, coordinating, and disseminating the Emergency Action Plan including the following for his/her office:

- Earthquake Procedures
- Bomb Threat Procedures
- Utility Failure Procedures
- Emergency Fire Procedures
- Medical Emergency Procedures
- Building Security Plan Guidelines
- Emergency Building Closure Policy
- Emergency Evacuation Plan Procedures
- Reports of Emergency and/or Exposure Situations to Risk Management

---

*Continued on next page*

## Safety Coordinator, Continued

---

### Reporting requirements

Any disaster that affects a WDD facility must be reported to the County's Risk Management Department by the Department Safety Coordinator.

Complete information on reporting requirements can be found at [Safety Central](#) through the Risk Management website

---

### Safety Central

Risk Management provides information to assist every department with the following:

- Accidents & Exposure,
  - Buildings & Property, and
  - Occupational Safety and Health Administration (OSHA) Information.
- 

### Safety Committee

The Safety Coordinator is the Chairperson for the Safety Committee. The Safety Committee:

- Consists of a group of three (3) to seven (7) individuals, depending on the size of the facility,
  - Holds regular meetings to discuss and improve safety throughout the facility and present concerns with any facility related issues.
-

# Emergency Operation Plan

---

**Introduction** The [County Policy 13-01](#) requires each agency and department to develop a Department Emergency Operation Plan (DEOP). This internal disaster preparedness plan is designed to assist the County in its overall recovery effort in the event of a major disaster.

---

**Staff responsibility** To preserve the efficiency of emergency operations, all department personnel are expected to accept assignments as Emergency Service Workers during a declared emergency situation.

---

**County Emergency Operations Center** In the event of a major disaster, the County Office of Emergency Services activates an Emergency Operations Center, which will coordinate County emergency activities as detailed in the [County Emergency Operations Plan](#). When this occurs, the Agency DEOP will go into effect.

---

**WDD DEOP** As part of the WDD's disaster preparedness efforts, under the DEOP, personnel will be trained to assist in recovery efforts and assigned to one of the following teams by the Office Safety Coordinator:

- Action team
- Rescue team
- Recovery team
- Damage assessment team

Appropriate office teams may also be activated when:

- The building must be evacuated.
  - A serious life threatening injury occurs.
  - Fire or smoke is discovered in the building.
  - Natural events, such as a storm or earthquake, have damaged the building or threatened the health and safety of the employees.
  - External sources of toxic fumes or smoke from a nearby accident or fire may enter the building.
  - The safety coordinator believes it is necessary.
- 

**Action team** The action team is responsible for providing the overall direction and control during an emergency.

---

*Continued on next page*

## Emergency Operation Plan, Continued

---

<b>Rescue team</b>	The primary responsibility of the rescue team is to provide immediate care and safe removal of endangered, injured and/or isolated persons.
<b>Recovery team</b>	The recovery team is responsible for coordinating with the Action Team for the resumption of operations through an interim work process.
<b>Damage Assessment team</b>	The damage assessment team is responsible for evaluating the nature and extent of damage resulting from a disaster.

---

# Emergency Action Plan

---

## Introduction

An office Emergency Action Plan (EAP) is designed to provide for the handling of emergencies with a minimum amount of disruption to the normal business routine. The EAP covers:

- Medical emergencies,
- Fires,
- Earthquakes,
- Bomb threats, and
- Evacuations.

Each Workforce Development Department (WDD) office plan should follow the [San Bernardino County EAP](#).

---

## EAP

The WDD Admin Office and the three (3) America's Job Center of California (AJCC) are required to have an EAP on file and available to all staff. All WDD staff should be familiar with the EAP. The EAP includes, but is not limited to:

- Employee and Supervisor responsibilities for the event of a:
  - Fire,
  - Earthquake, or
  - Medical emergency.
- Safety Coordinators responsibilities,
- Emergency Telephone Numbers,
- Emergency Response Personnel,
- Fire safety tips and fire extinguisher utilization techniques,
- Directions for handling bomb and/or weapon of mass destruction threats and handling letter and parcel bombs,
- Emergency evacuation procedures, and
- Safety awareness tips.

The WDD and AJCC EAP is located in the Public Share Drive in the Emergency Action Plan (EAP) folder.

---

# Emergency Evacuation Plan

---

## Introduction

Under the direction of the Department Safety Coordinator, Evacuation Plans are made specifically for each Workforce Development Department (WDD) office and/or America's Job Center of California (AJCC) location. The decision to evacuate the building is made by the Office Safety Coordinator or the highest level supervisor available.

---

## Office Evacuation Plan

Each office, or AJCC, has a plan for evacuation that is overseen by the Office Safety Coordinator. This plan includes:

- Designated sweepers and other assigned safety positions,
- Assembly areas, including attendance procedures, and
- Procedures for assisting person with disabilities.

### **Notes:**

- Barstow Satellite Office (located in the Harvey House building) will follow the Harvey House EAP for evacuations.
  - Refer to the [County Emergency Action Plan](#) for more additional information.
- 

## Evacuation procedures

Emergency evacuation procedures should be implemented when conditions endangering the safety of employees or the public exist in the building. An evacuation can occur whenever the Office Safety Coordinator believes it is necessary. Examples of situations requiring evacuation are:

- A serious, life threatening injury or situation has occurred.
- Fire or smoke is discovered in the building.
- Natural events, such as a storm or earthquake, have damaged the building or threatened the health and safety of the employees.
- External sources of toxic fumes or smoke from a nearby accident or fire enter the building or have the potential to enter the building.

Employees will **not** be evacuated:

- If the emergency is of a minor nature and does not endanger the safety of others, or
  - In the event of an earthquake, where the facility has **not** sustained structural damage which makes it unsafe or utilities are **not** damaged and pose **no** threat to safety to the employees.
- 

## Employee responsibility

In the event of an evacuation, employees at the Office/AJCC are to assemble promptly to his/her designated area.

Any employee who is facilitating a meeting, workshop, etc. is responsible for ensuring the individuals attending the meeting are directed to the appropriate designated assembly area.

Safety permitting, employees are to remain at the assembly area until the building "All Clear" is announced by the Safety Coordinator.

---

*Continued on next page*

## Emergency Evacuation Plan, Continued

---

### **Safety Coordinator responsibility**

In the event of an evacuation, the Safety Coordinators will:

- Check all rooms in area, assisting the Sweepers, to ensure complete evacuation.
  - Close doors after rooms have been checked to reduce possible damage by heat, smoke and/or flame.
  - Verify all employees are present at the assembly area.
  - Notify the Fire Department if there is a possibility anyone is still in the building.
  - Designate employees to direct emergency personnel.
  - Report to the office Supervisor/Manager any details of the evacuation and advise the Department Safety Coordinator of any occurrences.
- 

### **Supervisors**

During an evacuation, it is the responsibility of the Supervisor to work with the Office Safety Coordinator to:

- Verify attendance at the assembly area, and
  - Notify the fire department immediately if it has been determined there is a possibility a member of the public or an employee is still in the facility.
-



# Lockdown/Shelter-In-Place Plan

---

## Introduction

Workforce Development Department (WDD) safety policy requires procedures to ensure the well-being of staff and visitors for emergency situations. Part of the safety procedures may require the lockdown of any facilities when circumstances or individuals threaten the safety of the building occupants.

This section will provide:

- Definitions,
  - Timeframe,
  - Activation,
  - Incident type, and
  - WDD Lockdown checklist.
- 

## Definitions

The terms lockdown and shelter-in-place are defined as follows:

**Lockdown**: An emergency measure or condition in which individuals are temporarily prevented from entering or leaving a restricted area or building (such as an office) during a threat of danger.

**Shelter-in-Place**: Finding a safe location indoors and staying in place until given an “all clear” command or told to evacuate premise. An individual may be asked to shelter-in-place because of an active shooter; tornado; chemical, radiological, or other hazard.

---

## Timeframe

Lockdown or Shelter-in-Place are usually implemented for events normally with a short duration and not days. Depending upon the severity, situations can range from:

- Simply ceasing operations and remaining indoors,
  - Sealing the building to prevent outside particles from entering,
  - Controlling who enters and exits the building, and/or
  - Hiding from a dangerous person.
- 

## Activation

Lockdown or Shelter-in-Place procedures will be activated when there is an:

- Announcement from the Emergency Alert System (EAS), mass media, or local authorities that a situation warrants remaining indoors for safety, or
- Incident within, or near the building, making evacuation impossible or dangerous. Staff may choose to shelter in a safe place.

The decision to place an AJCC or ADMIN office on lockdown or Shelter-in-Place is made by the WDD Department Emergency Coordinator or the Safety Coordinator (who are located in each offices).

---

*Continued on next page*

## Lockdown/Shelter-In-Place Plan, Continued

**Incident type** The table below provides two (2) examples of Lockdown or Shelter-in-Place incidents, which can occur.

Event	Action	Procedure
A tanker truck crashes on a nearby freeway releasing a chemical cloud and causing explosions	Shelter-in-Place	<ul style="list-style-type: none"><li>• Close offices/facilities to the public,</li><li>• Shut and lock all doors, windows, and blinds,</li><li>• Gather in designated sheltering room/area for further instructions, if applicable,</li><li>• Locate any supplies needed for the event,</li><li>• Access radios or internet to monitor the situation, and</li><li>• Do not leave premises until Shelter-in-Place is lifted.</li></ul>
Active shooter enters the building	Lockdown	<ul style="list-style-type: none"><li>• Take appropriate actions to save your life by following the popular “Run-Hide-Fight” training instructions available on <a href="#">You Tube</a>,</li><li>• Call 9-911 for assistance, when it’s safe,</li><li>• Remain quiet until police arrive, if shooter is still in the building, and</li><li>• Follow all of law enforcement directions.</li></ul>

### Lockdown checklist

In some emergencies, it is safer to remain indoors than to evacuate. Whenever a lockdown or Shelter-in-Place order is given by the WDD Department Emergency Coordinator or the Safety Coordinator he/she is required to complete the actions listed on the WDD Lockdown Checklist.

The WDD Lockdown Checklist is located in the WDD Intranet site in the Safety folder.

### Panic button

The purpose of a panic button is to allow a person under duress to quickly and silently call for help in the event of an emergency or where a threat to persons or property exists.

Panic alarms are used when it may be unsafe or uncomfortable to call for help in other ways. For example, if a belligerent person is standing in the lobby, it may be unwise to escalate the situation by picking up a phone to call for assistance. A panic alarm can provide a quick and convenient way to summon help without drawing attention.

Each AJCC have several panic buttons that are concealed throughout the office. Once the panic button is activated, a blue light flashes around the office, alarm company is notified and a loud or silent alarm sounds in the staff area. The sound notifies everyone and the police is contacted, if necessary. Police are not notified automatically.

# Occupational Injuries

## Introduction

Occupational Injury may occur when a County employee or volunteer suffers a work-related injury or illness calling for medical attention, a supervisor must respond timely. This section provides information for the process.

## Injuries needing Medical care

A supervisor/manager/payroll specialist completes several steps for an injured employee on the job. The table below outlines the process.

Step	Action						
1	Obtain medical care for the employee. <table><tr><th>If the injury is...</th><th>Then...</th></tr><tr><td>Life threatening,</td><td>Call 911.</td></tr><tr><td>Non-emergency, needing care beyond first aid,</td><td><ul style="list-style-type: none"><li>Complete a <a href="#">Medical Service Order</a>.</li><li>Call Arrowhead Regional Medical Center (ARMC) Wellness office to make an appointment for the injured employee.</li></ul></td></tr></table>	If the injury is...	Then...	Life threatening,	Call 911.	Non-emergency, needing care beyond first aid,	<ul style="list-style-type: none"><li>Complete a <a href="#">Medical Service Order</a>.</li><li>Call Arrowhead Regional Medical Center (ARMC) Wellness office to make an appointment for the injured employee.</li></ul>
If the injury is...	Then...						
Life threatening,	Call 911.						
Non-emergency, needing care beyond first aid,	<ul style="list-style-type: none"><li>Complete a <a href="#">Medical Service Order</a>.</li><li>Call Arrowhead Regional Medical Center (ARMC) Wellness office to make an appointment for the injured employee.</li></ul>						
2	Give the employee the <a href="#">Employee's Claim for Worker Compensation Benefits Form</a> <b>within one working day</b> of the notification.  <b>Note:</b> The employee completes the top, <i>employee section</i> , and the supervisor completes the <i>employer section</i> .						
3	<ul style="list-style-type: none"><li>Prepare the Employer's Report of Occupational Injury or Illness, <a href="#">Form 5020</a>.</li><li>Fax the Form 5020 to Risk Management within 24 hours of the notification of injury.</li><li>Contact Risk Management for any clarification.</li></ul> <b>Note:</b> Supervisor completes the form regardless of the status of the Employee's Claim for Worker's Compensation.						

If an employee needs immediate medical care, but it is not clear if the injury is caused by the job, such as breathing difficulties or chest pains, immediate medical care should be obtained by calling 911 or through the patient's health care provider. If at any point the employee implies it may be work related, provide the Employee's Claim for Workers' Compensation Benefits Form.

*Continued on next page*

## Occupational Injuries, Continued

---

<b>Minor injuries</b>	<p>Record any minor injuries on the First Aid Record log. Minor injuries are, but not limited to the following:</p> <ul style="list-style-type: none"><li>• Scratches,</li><li>• Cuts,</li><li>• Bruises,</li><li>• Splinters, and</li><li>• Paper cuts.</li></ul> <p>An employee who is injured more substantially, but declines medical attention, the employee records the injury on the First Aid Record log and the supervisor provides the <a href="#">Employee's Claim for Worker Compensation Benefits Form</a> and completes <a href="#">Form 5020</a>. An employee is not obligated to submit the claim form.</p>
<b>Job related stress claim</b>	<p>Refer employee to his/her own physician if he/she files a stress claim. Give the employee the <a href="#">Employee's Claim for Worker Compensation Benefits Form</a>.</p>
<b>Worker's Compensation Form</b>	<p>Employee completes the Employee's Claim for Worker Compensation Benefits Form if the injured employee is filing a claim. This decision is left to the employee.</p> <p>The injured employee turns the Form in to his/her immediate supervisor. The supervisor has one working day to provide it to Risk Management.</p>
<b>References</b>	<p>Obtain any reference Information and forms related to occupational injuries from Risk Management through the following link: <a href="#">Risk Management</a>.</p>

# Incident Report

---

**Introduction** This section provides information for incident reports involving county vehicles

---

**Incident Report** The Incident Report is a generic form used for all injuries and accidents involving members of the public. The Incident Report is used for all vehicle accidents involving County vehicles and for all:

- Damage,
- Theft,
- Destruction or disappearance of County property, and
- Money or securities.

The form and answers to general questions about incidents in the workplace can be found on the Risk Management Department website.

---

**Incident Report form** The Incident Report form is available on the Risk Management Department website or [Click Here](#).

---