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SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-48 Rev. 1	September 20, 2021	Departmental	1 of 5
SUBJECT: EMERGENCY ACTION PLAN – EMERGENCY EVACUATIONS			

I. PURPOSE

The purpose of this directive is to provide staff guidance and direction on the development of Emergency Evacuation Plans and establish protocols for safely and effectively managing an emergency evacuation event for the Employment and Economic Development Department (EEDD)/San Joaquin County Comprehensive and Affiliate WorkNet/America’s Job Center of California (AJCC) locations.

II. GENERAL INFORMATION

In 2013, the San Joaquin County Board of Supervisors established the Injury and Illness Prevention Program to establish the policies, procedures, and protocols that would provide San Joaquin County Departments with guidance and direction for the development of a Safety and Emergency Plan of the respective Departments.

The San Joaquin County WorkNet One Stop Center Service Delivery System is working with Partner Agencies that have established “Safety and Emergency Plans.” It is, therefore, the Department’s policy to collaborate with our Partner Agencies and when the Managing Partners of any WorkNet Center have established protocols to deal with emergency situations, those established protocols will be honored. In the absence of safety and emergency plans, it will be the policy of this department to comply with protocols established by the San Joaquin County Board of Supervisors under its Department Emergency Plan (Attachment 1).

However, if emergency evacuation plans were not defined with sufficient detail and floor plans with designated areas, and designated exits for each WorkNet Center, this directive will provide the supplemental direction that will provide the level of detail necessary to properly guide staff and ensure that such emergency evacuation and safety procedures are established and in place for every WorkNet AJCC Center.

Having an effective Emergency Evacuation Plan ensures the safety of our customers, as well as, the staff that work at the WorkNet Centers. Success in times of emergencies hinges on employees knowing the protocols, policies, and procedures outlined in this plan and acting upon them in an appropriate manner.

All WorkNet Center staff, including co-located Partner Agency employees, supervisors, and managers shall be provided with training and orientation on this plan and are expected to follow the procedures outlined to ensure that employees and participants are protected from any harm during an emergency situation.

III. POLICY

It is the administrative policy of the EEDD that an Emergency Evacuation Plan shall be prepared for each WorkNet Center and maintained in accordance with the policies and procedures set forth by San Joaquin County, the respective managing agency of each WorkNet Center, and the instructions set forth in this directive.

In the absence of such policies, or if more detailed direction is required, the policies established by the San Joaquin County Board of Supervisors will be followed. This Directive is intended to provide further guidance to ensure that a comprehensive Emergency Evacuation Plan is in place at each of the WorkNet Centers.

IV. PROCEDURE

A. Emergency Evacuation Event

In accordance with San Joaquin County requirements, each County Department has established a Department Emergency Action Plan (Attachment 1). In anticipation of an emergency evacuation, an Emergency Evacuation Plan shall be established in each WorkNet Center and disseminated to everyone impacted by an event under this plan. San Joaquin County WorkNet staff shall follow emergency evacuation plans established by the respective managing agency at the WorkNet Center. The Department Emergency Plan contains the Emergency Organization and Emergency Staff Contact Information and Evacuation Assignments.

B. Emergency Evacuation Plan at the WorkNet Center

1. Designated Wardens and alternate staff shall be assigned to provide WorkNet staff and customers with sufficient information and direction to successfully evacuate the center in the event of an emergency.
2. Wardens shall assist individuals with disabilities.
3. Wardens shall utilize the Emergency Exits and Evacuation Maps attached to this directive during drills, and emergencies as appropriate.

C. Emergency Exits and Evacuation Maps

Emergency Exits and Evacuation Maps showing evacuation routes to center assembly area shall be posted throughout the Centers for employee/visitor information and are attached as follows:

Attachment A – Stockton/West Lane Center (Assembly Area is sidewalk adjacent to Tam O’Shanter Drive between Swain Road and the west side entrance to the parking lot, 6221 West Lane, Stockton, CA 95210.)

Attachment B – Delta Center (Assembly Area for the DeRicco Student Services Building that houses the WorkNet Center is Region 2 with Lot C1 as the area in which to assemble.)

Attachment C – CHD/Lodi Center (Assembly Area is located in the north west corner of the parking lot, adjacent to the Jergen’s, Inc. building at 627 E. Oak Street, Lodi, CA 95240.)

Attachment D – Tracy Center (Assembly Area is located on the sidewalk between Sherwin Williams Paint Store (southern wall) at 541 W. Grant Line Road #101, Tracy, CA 95376.)

Attachment E - Manteca Center (Assembly Area is located at Evacuation Area B between Classrooms 901-905 and the Warehouse/IMC building at 2271 West Louise Avenue, Manteca, CA 95336.)

All County staff and co-located partner staff shall participate in the training to ensure that staff:

1. Become familiar with the details of this plan to include reporting protocols, assisting individuals with disabilities, the assigned evacuation routes for the facility, and the designated meeting locations.
2. Become aware of all exits and stairwells in the building.
3. Actively participate in emergency drills and treat them as if they are real emergency events.
4. It is suggested that individuals who use assistive devices (i.e. wheelchairs) or have mobility impairment prepare for an emergency ahead of time by informing coworkers how to best assist in the event of an emergency.
5. The department will designate Wardens to assist individuals who use assistive devices (i.e. wheelchairs) or have mobility impairment. The Center must prepare for an emergency ahead of time by instructing

and designating coworkers on how to properly assist these individuals in an emergency.

6. Designated Safety Wardens should carry a whistle or have other means of attracting the attention of others.

D. Assisting Persons with Disabilities

1. To Assist Persons with Visual Impairment:

- a) Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- b) Guide the person (or provide someone to do so). The person will take the guide's arm below the elbow and will follow.
- c) Tell the person where you are as you walk.
- d) Advise of any obstacles in the path.
- e) When you have reached safety: Orient the person to where he or she is and ask if any further assistance is needed before leaving.

2. To Assist Persons with Hearing Impairment:

- a) If you must get a person's attention:
 - Flash room lights.
 - Wave your arms.
 - Tap person's shoulder.
 - Gesture what is happening and what to do.
 - Write on board or paper: Nature of emergency and evacuation route (designated meeting location).

3. To Assist Persons with Mobility Impairment:

- a) Always ask the person first if they have special needs or requirements.
- b) Individuals using wheelchairs can be pushed or accompanied to safety.
- c) Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.

- d) Wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is imminently life threatening.

4. During an emergency:

- a) Assist an Emergency Response Team member if asked.
- b) Assist individuals with disabilities in exiting the building, if safe to do so, or unless otherwise directed (as detailed in Section IV. D).
- c) Listen and wait for directions from Wardens, emergency response team members, security, police, or fire personnel on how and when to evacuate the facility.
- d) Report immediately to your supervisor any emergencies such as a bomb threat or threats of violence.
- e) Follow the assigned escape route procedures (use proximity exits) to avoid crowding at the main exits.
- f) Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- g) Never go back into the facility to retrieve personal belongings.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Department Safety and Health Representative.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:am

SAN JOAQUIN COUNTY DEPARTMENT EMERGENCY PLAN



Employment and Economic Development Department

SAN JOAQUIN COUNTY**DEPARTMENT EMERGENCY PLAN OVERVIEW*****I. Purpose***

The purpose of the Department Emergency Plan (Plan) is to ensure County employees are able to identify and respond to actual and potential risks in a timely and safe manner. These risks can be, but are not limited to, fire emergency, bomb threats, hostile parties, earthquake, flood, and other natural disasters. With the establishment of the written Plan, review by employees, formal training, and exercises, the department will be able to ensure a safer work environment for all employees.

The structure of the Plan is threefold. First, it outlines procedures intended to protect employees and equipment in the event an emergency strikes. Second, it allows department staff to carry out, in an organized and pre-planned manner, a facility threat coordinator order to:

1. Search for suspicious articles or gather other information
2. Shelter-In-Place
3. Evacuate their facility to an Assembly Area

Finally, it allows the department to establish some priorities and procedures for restoring minimal department services as quickly as possible if present facilities are suddenly unavailable.

II. Authority

The basic authority requiring employers to establish a Department Emergency Plan and Fire Prevention Plan is found in the California Administrative Code, General Industry Safety Orders (GISO), Title 8, Section(s) 3220 and 3221.

The Plan also incorporates the objectives of the Employee Preparedness Program (EPP), found in San Joaquin County Administrative Manual, Section 1910.

III. Emergency Planning Responsibilities

It is the responsibility of each department to complete and maintain a Department Emergency Plan that can be used by employees in an emergency. If a department has staff permanently assigned to different buildings, it is the responsibility of the department to create a Plan for each separate location. The department must also develop a written policy that states all separate plans are consistent with overall departmental policies.

Departments are responsible for keeping the Plan current and providing changes to the Office of Emergency Services and their respective building Facility Threat Coordinator (FTC). Responsibilities further include providing training to their personnel on the Plan. To meet these responsibilities and meet the requirements of Section II, the following shall be addressed:

A. Advising Employees of their Responsibilities

1. Before implementing the Plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly evacuation of employees.
2. Department heads shall advise each employee of his/her responsibility under the Plan at the following times:
 - i. Initially when the Plan is developed
 - ii. Upon initial hire or extra-departmental job change
 - iii. Whenever the employee's responsibilities or designated actions change
 - iv. Whenever the Plan changes

B. Initial Training and Plan Availability

1. The employer shall review with each employee those parts of the Plan, which the employee must know to carry out the Emergency Plan. This review shall be conducted upon initial assignment and on an annual basis.
2. The written Plan shall be kept at the work place and made available for employee review.
3. The County Office of Emergency Services (OES) will assist with completion and maintenance of Department Emergency Plans. OES will also conduct an initial planning and training sequence as buildings are brought into the County Employee Preparedness Program. In addition, OES will conduct annual training for facility threat coordinators and area wardens, and coordinate annual evacuation drills for each building in the program.
4. As part of the Employee Preparedness Program, OES will also conduct initial and annual refresher training on the Plan. This will entail the following:
 - i. Overview of the Facility Threat Coordinator/Area Warden System;
 - ii. Overview of Department Emergency Plan contents and importance;
 - iii. Personal safety considerations in a fire;
 - iv. Personal safety considerations in a bomb threat; and
 - v. Personal safety considerations during an act of violence in the work place.

C. Facility Threat Plan and Department Emergency Plan Structure

1. The County Emergency Response System for protecting its employees and facilities is implemented for each separate building or facility. To achieve this, a Facility Threat Plan (FTP) will be developed for each separate building or facility. The FTP will create an organization and procedures for the response of resident departments to fire, earthquake and bomb threats (among others) to that specific building. The FTP, implemented by a cadre of Facility Threat Coordinators and Area Wardens is a separate plan from the Department Emergency Plan, but each plan complements the other.
2. Department Emergency Plans are maintained and overseen by a Department Emergency Coordinator appointed for that building/facility. The Coordinator will ensure department staff can carry out the orders of the Facility Threat Coordinator with a minimum of outside supervision and in a manner that best protects the department's staff and equipment.
3. Departments resident in each building will prepare a separate Department Emergency Plan for their staff in that building. That Plan will ensure that department staff can implement any action(s) ordered by the Facility Threat

Coordinator through the Wardens. Department Plans should ensure that staff can perform four functions in an orderly manner:

- i. Report threats to employee safety to the appropriate persons;
 - ii. Search their department area for suspicious articles or other information;
 - iii. Evacuate the building to their assembly area and account for staff; and
 - iv. Shelter-in-place in their department work area.
4. One resident department will be tasked by OES to provide staff that will be assigned and trained as the Facility Threat Coordinator for each specific building or facility. One department per floor/area of the facility will be tasked to provide staff to be assigned and trained as the Area Warden for that floor/area. These individuals will carry out the duties on behalf of the entire building and are no longer available to their departments for other roles/responsibilities in Department Emergency Plans.

D. Responsibilities of the Facility Threat Coordinator and Area Wardens

1. The structure of Facility Threat Coordinators and Area Wardens will evaluate threats and make protective action decisions in conjunction with public safety agencies. They will supervise the implementation of protective actions by resident departments. In addition, they will disseminate information to all departments in a building regarding any emergency event. Finally, the Facility Threat Coordinator will be responsible for maintaining the Facility Threat Plan for the Facility.

E. Recovery and Follow-up Responsibilities

1. Plans and procedures for managing employee response to emergencies will be developed by each respective facility. The designated Facility Threat Coordinator and a structure of wardens and Department Emergency Coordinators will oversee emergency decision-making and implementation of protective actions for their building/facility.
2. Once the situation is stabilized and the threat removed, the County Administrator and appropriate department heads will assume responsibility for overseeing recovery operations including dealing with employee welfare and business continuity issues.

DEPARTMENT EMERGENCY PLAN (Tracy Center)
EMERGENCY ORGANIZATION

Department Name:	Employment and Economic Development Dept.	Completed by:	Alfredo Mendoza
Facility Name:	Tracy WorkNet Center	Email:	amendoza@sjcworknet.org
Facility Address:	543 W. Grant Line Road, Tracy, CA 95376	Address:	net.org
Email-Address:			

DEPARTMENT EMERGENCY STAFF

One person and alternates should be assigned to each position for each building or for the entire department as indicated. Additional alternates and assistants can be assigned as needed.

DEPARTMENT EMERGENCY COORDINATOR *(one per building)*

Responsible for employee training on the Department Emergency Plan, maintaining the Plan, supervising implementation, and keeping the Department Head informed of emergency situations.

Name of Primary:	Location (Floor #, Area, etc.):	Contact Info :
Alfredo Mendoza	6221 West Lane, Suite 105, Stockton CA 95210	(209) 468-3651 office, (209) 658-8997 cell
Name of 1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Alejandra Mata	543 W. Grant Line Road, Tracy, CA 95376	(209) 468-2366
Name of 2 nd Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Click here to enter text.	Click here to enter text.	Click here to enter text.

FIRE PREVENTION OFFICER *(one per building or department)*

Responsible for department fire prevention, elimination of unsafe work practices among employees, and investigating safety issues and complaints.

Name of Primary:	Location (Floor #, Area, etc.):	Contact Info :
Alfredo Mendoza	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3651
Name of 1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Patricia Virgen	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-2245

INFORMATION OFFICER *(one per building or department)*

Responsible for providing information to County departments, other government agencies, the media, and public.

Name of Primary:	Location (Floor #, Area, etc.):	Contact Info :
Patricia Virgen	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-2245
Name of 1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Alfredo Mendoza	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3651

RELOCATION & RECOVERY COORDINATOR *(one per building or department)*

Responsible for overseeing relocation and recovery operations.

Name of Primary:	Location (Floor #, Area, etc.):	Contact Info :
Patricia Virgen	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-2245

DEPARTMENT EMERGENCY PLAN (Tracy Center)
ALERT AND EMERGENCY NOTIFICATION

ALERTING PROCEDURES

In case of fire, explosion, toxic spill or other emergency notify the following:

POLICE/FIRE/EMS

9-911 from County office phone

911 from public or cell phone

DEPARTMENT EMERGENCY COORDINATOR *(one per building)*

Name of Primary:

Alfredo Mendoza

Contact Info:

(209) 468-3651

Name of 1st Alternate:

Patricia Virgen

Contact Info:

(209) 468-2245

FACILITY THREAT COORDINATOR: *(one per building)*

Responsible for evaluating threats and making protective action decisions with public safety agencies; supervising implementation of protective actions by departments; disseminating information to departments regarding an emergency event; and maintaining the Facility Threat Plan.

Name of Primary:

Alfredo Mendoza

Contact Info:

(209) 468-3651

1st Alternate:

Patricia Virgen

Contact Info:

(209) 468-2245

WARDEN ASSIGNMENTS FOR FACILITY AREAS CONTAINING DEPARTMENT STAFF

Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.

Floor/Area:

Tracy WorkNet

Name of Primary:

Alejandra Mata

Contact Info:

(209) 468-2366

Alternate:

Elizabeth Stockman

Contact Info:

(209) 831-5694

Method for Alerting Employees of Emergency Situations During and after Hours

Emergency notification roster (telephone tree) will be used to notify employees of situation and for disseminating other important information.

EMERGENCY NOTIFICATION ROSTER ISSUED TO:

Alejandra Mata

**DEPARTMENT EMERGENCY PLAN (Tracy Center)
EVACUATION PROCESS**

The Facility Threat Coordinator will issue the order to evacuate through the Wardens and Department Emergency Coordinators. The Department Emergency Coordinator and/or employees are authorized to immediately evacuate if faced with an imminent hazard.

SPECIAL EVACUATION RESPONSIBILITIES

Identify staff assigned during an evacuation to perform such tasks: 1) Account for employees at Assembly Area 2) Notify general public in area to evacuate. 3) Assist physically challenged or injured persons 4) Save critical equipment 5) Turn off electrical appliances 6) Assist the Department Emergency Coordinator with duties. Tasks 1, 2, and 3 must be assigned and performed, other tasks are optional.

EVACUATION PROCEDURES

EVACUATION ROUTES

Develop map(s) showing evacuation route for staff on each floor/area to include direction to department assembly area. Post for employee information and attach a copy to department plan.

EVACUATION ASSIGNMENTS

Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.

Name: Alejandra Mata

Task: Take roll at assembly area and report discrepancies to Department Emergency Coordinator. Assist persons with disabilities to assembly area. Ensure all areas are vacated, work stations, store room, breakroom, restroom(s).

Name: Elizabeth Stockman

Task: Notify general public in the center to evacuate to assembly area – avoid panic. Assist persons with disabilities to assembly area.

EVACUATION ROUTES

Evacuation Routes (red directional arrows) detailed in the Evacuation Maps (attached).

DEPARTMENT ASSEMBLY AREA

Tracy Center: Assembly area is located on the sidewalk between Sherwin Williams Paint Store (Southern facing wall) and Grant Line Road.

EXTERNAL ASSEMBLY AREA

Tracy Center: Assembly area grassy area located between Sherwin Williams Paint Store (Southern facing wall) and Grant Line Road.

METHOD FOR ACCOUNTABILITY OF EMPLOYEES

The floor wardens are responsible to account for (take roll) staff and immediately notify the Department Emergency Coordinator of any staff unaccounted for within the Center. Each floor warden is required to keep a current list of employee and contact numbers for this purpose.

PROCEDURES FOR HANDLING PERSONS IN CUSTODY OR CARE OF DEPARTMENT

Customers/visitors will proceed with staff to the assembly area, each co-located partner will encourage their customers to assemble in the same area as their staff. Customers/visitors are not required to evacuate to the same assembly area in the event of an emergency or drill but space is available should they choose to assemble with staff.

DEPARTMENT EMERGENCY PLAN (West Lane Center)
EMERGENCY ORGANIZATION

Department Name:	Employment and Economic Development Dept.	Completed by:	Alfredo Mendoza
Facility Name:	EEDD Building – West Lane Center	Email Address:	amendoza@sjcworknet.org
Facility Address:	6221 West Lane, Suite 105, Stockton, CA 95210		
Email-Address:	amendoza@sjcworknet.org		

DEPARTMENT EMERGENCY STAFF

One person and alternates should be assigned to each position for each building or for the entire department as indicated. Additional alternates and assistants can be assigned as needed.

DEPARTMENT EMERGENCY COORDINATOR *(one per building)*

Responsible for employee training on the Department Emergency Plan, maintaining the Plan, supervising implementation, and keeping the Department Head informed of emergency situations.

Name of Primary:	Location (Floor #, Area, etc.):	Contact Info :
Alfredo Mendoza	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3651
Name of 1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Patricia Virgen	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-2245

FIRE PREVENTION OFFICER *(one per building or department)*

Responsible for department fire prevention, elimination of unsafe work practices among employees, and investigating safety issues and complaints.

Name of Primary:	Location (Floor #, Area, etc.):	Contact Info :
Alfredo Mendoza	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3651
Name of 1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Jeremy Gonzalez	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3574

INFORMATION OFFICER *(one per building or department)*

Responsible for providing information to County departments, other government agencies, the media, and public.

Primary:	Location (Floor #, Area, etc.):	Contact Info :
Patricia Virgen	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-2245
1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Alfredo Mendoza	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3651

RELOCATION & RECOVERY COORDINATOR *(one per building or department)*

Responsible for overseeing relocation and recovery operations.

Primary:	Location (Floor #, Area, etc.):	Contact Info :
Jeremy Gonzalez	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-3574
1 st Alternate:	Location (Floor #, Area, etc.):	Contact Info :
Patricia Virgen	6221 West Lane, Suite 105 Stockton, CA 95210	(209) 468-2245

DEPARTMENT EMERGENCY PLAN (West Lane Center)
ALERT AND EMERGENCY NOTIFICATION

ALERTING PROCEDURES

In case of fire, explosion, toxic spill or other emergency notify the following:

POLICE/FIRE/EMS

9-911 from County office phone

911 from public or cell phone

DEPARTMENT EMERGENCY COORDINATOR *(one per building)*

Name of Primary: Alfredo Mendoza	Contact Info: (209) 468-3651
1 st Alternate: Patricia Virgen	Contact Info: (209) 468-2245

FACILITY THREAT COORDINATOR: *(one per building)*

Responsible for evaluating threats and making protective action decisions with public safety agencies; supervising implementation of protective actions by departments; disseminating information to departments regarding an emergency event; and maintaining the Facility Threat Plan.

Name of Primary: Alfredo Mendoza	Contact Info: (209) 468-3651
1 st Alternate: Patricia Virgen	Contact Info: (209) 468-2245

WARDEN ASSIGNMENTS FOR FACILITY AREAS CONTAINING DEPARTMENT STAFF

Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.

Floor/Area:	Name of Primary:	Contact Info:	Alternate:	Contact Info:
Administration	Gloria Gamez	(209) 400-0476	Marina Juarez	(209) 598-5177
Fiscal	Jose Parocua	(209) 627-5542	Mary Jones	(209) 629-4604
CMD	Paul Huerta	(209) 639-1440	Efren Flores	(209) 598-5784
ISD	Alex Ferreyra	(209) 747-9427	Christopher Pack	(209) 327-4900
Facilities	Jeremy Gonzalez	(209) 222-0672	Narone Lot	(209) 610-9110
Hospital	Miriam Alvarez	(209) 327-7360	Abigail Medina	(209) 922-2353
EDD	Jesus Zapien	(209) 405-1081	George Tarnow	(209) 941-1932
EDA	Mary Franks	(209) 423-6092	Ed Wanket	(209) 684-3097

Method for Alerting Employees of Emergency Situations During and after Hours

Emergency notification roster (telephone tree) will be used to notify employees of situation and for disseminating other important information.

EMERGENCY NOTIFICATION ROSTER ISSUED TO:

All Managers

DEPARTMENT EMERGENCY PLAN (West Lane Center) EVACUATION PROCESS

The Facility Threat Coordinator will issue the order to evacuate through the Wardens and Department Emergency Coordinators. The Department Emergency Coordinator and/or employees are authorized to immediately evacuate if faced with an imminent hazard.

SPECIAL EVACUATION RESPONSIBILITIES

Identify staff assigned during an evacuation to perform such tasks: 1) Account for employees at Assembly Area 2) Notify general public in area to evacuate. 3) Assist physically challenged or injured persons 4) Save critical equipment 5) Turn off electrical appliances 6) Assist the Department Emergency Coordinator with duties. Tasks 1, 2, and 3 must be assigned and performed, other tasks are optional.

EVACUATION PROCEDURES

EVACUATION ROUTES

Develop map(s) showing evacuation route for staff on each floor/area to include direction to department assembly area. Post for employee information and attach a copy to department plan.

EVACUATION ASSIGNMENTS

Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.

Name: Belinda Petate-Chan, EDD Staff

Task: Take roll at assembly area and report discrepancies to Command Post. Assist persons with disabilities to assembly area. Ensure all areas are vacated, work stations, store room, breakroom, restroom(s).

Name: Andrea Moccia, EDD Staff

Task: Notify general public in area to evacuate to assembly area. Assist persons with disabilities to assembly area.

Name: EDD Staff

Task: Assist disabled or injured person to assembly area or designated safe area in lobby.

Name: Julie Riley, EDD Staff, Lorraine Thompson,
Melyn Cardenas, Narone Lot

Task: Ensure Main area is vacated: All work stations, offices, store rooms, staff restrooms, public restrooms, breakroom, elevator. Store Room Clerks: Ensure store room is vacated.

EVACUATION ROUTES

Evacuation Routes (red directional arrows) detailed in the Evacuation Maps (attached).

DEPARTMENT ASSEMBLY AREA

Stockton/West Lane Center - Assembly Area is sidewalk adjacent Tam O'Shanter Drive between Swain Road and the westside entrance to the Parking lot, 6221 West Lane, Stockton, CA 95210.

EXTERNAL ASSEMBLY AREA

The external facility command post is the sidewalk (this area is closest in proximity to the gated parking lot) adjacent Tam O'Shanter Drive.

METHOD FOR ACCOUNTABILITY OF EMPLOYEES

Managers/Supervisors/Designee are responsible to account for their staff and report to the command center. The Manager/Supervisor/Designee shall take roll at the assembly area and immediately notify the Department Emergency Coordinator of any staff unaccounted for within his or her unit. Each Manager/Supervisor is required to keep a current list of employee and contact numbers for this purpose.

PROCEDURES FOR HANDLING PERSONS IN CUSTODY OR CARE OF DEPARTMENT

Customers/visitors will proceed with staff to the assembly area, each co-located partner will encourage their customers to assemble in the same area as their staff. Customers/visitors are not required to evacuate to the same assembly area in the event of an emergency or drill but space is available should they choose to assemble with staff.

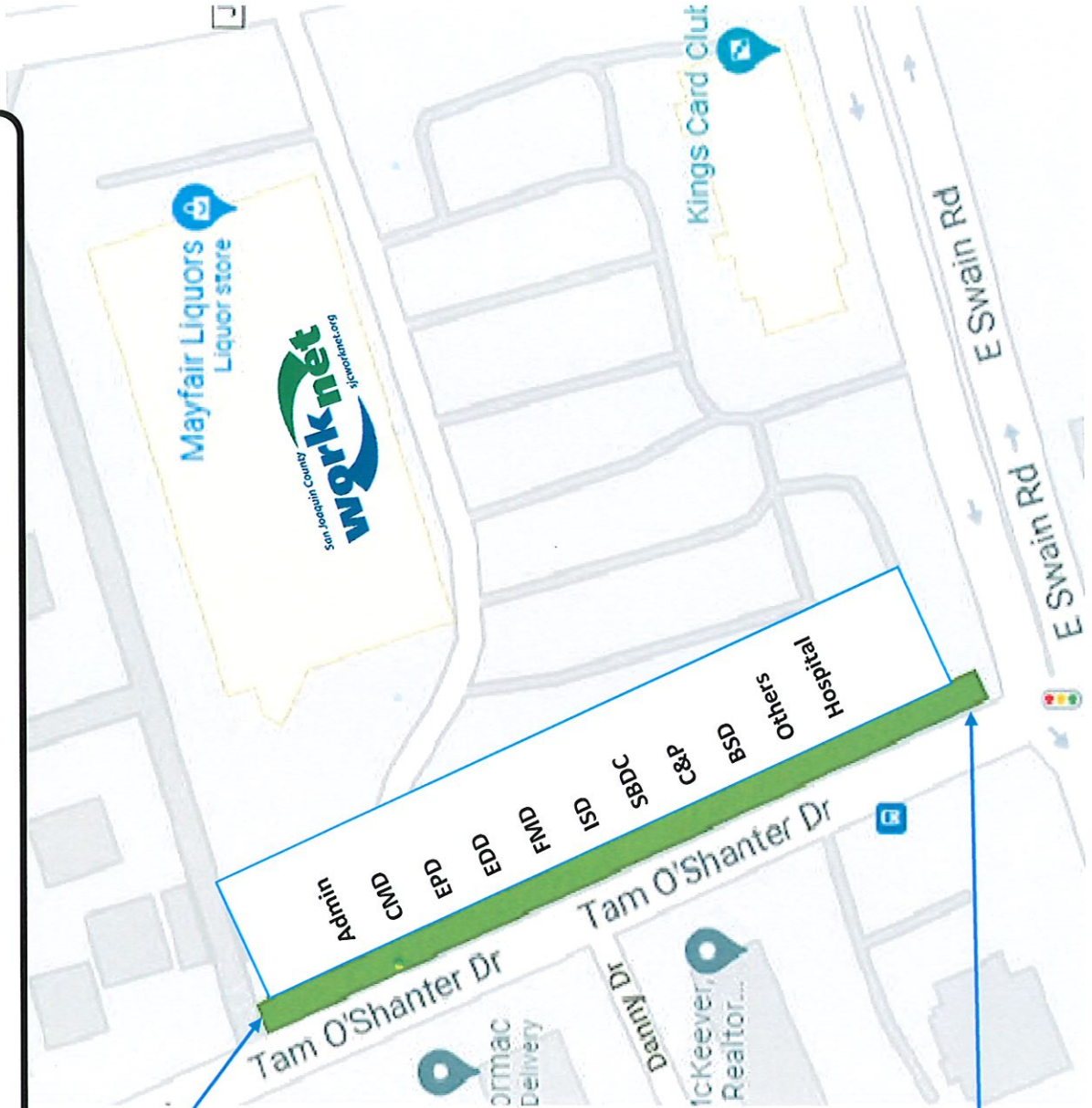


ASSEMBLY AREA MAP

ASSEMBLY AREA
(Sidewalk)

**WorkNet – 6221 West Lane, Suite 105
Stockton, CA 95210**

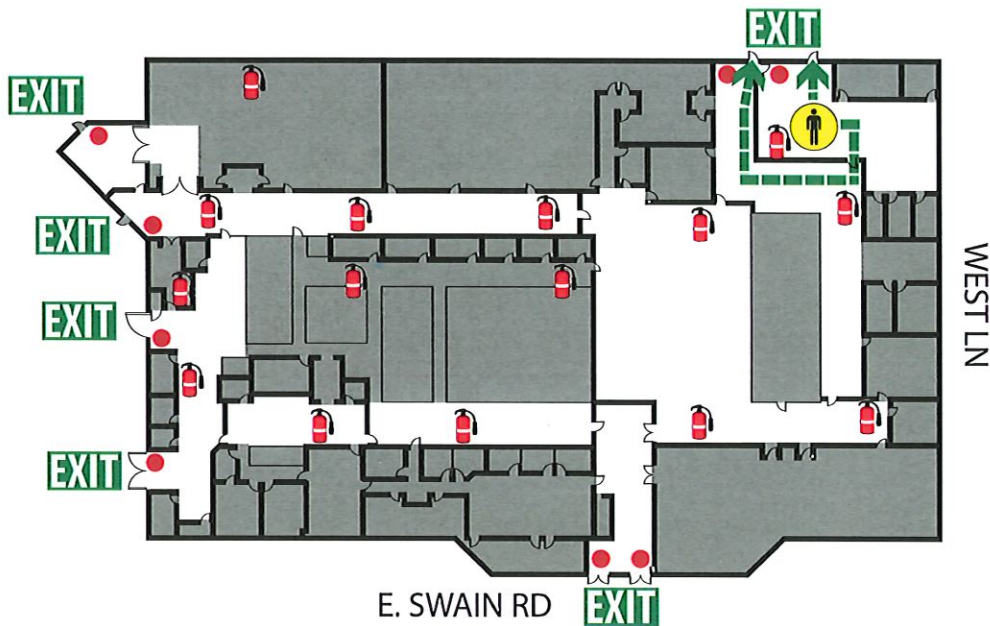
- Administration (Admin)
- Client Mgt. Div. (CMD)
- Employment Prep Div. (EPD)
- Employment Development Department (EDD)
- Financial Mgt. Div. (FMD)
- Information Systems Division (ISD)
- Delta College (SBDS)
- Contracts & Planning (C&P)
- Business Services Div. (BSD)
- Others/Tenants/Visitors
- Hospital Call Center (Hospital)



ASSEMBLY AREA
(Sidewalk)

EVACUATION PLAN

6221 WEST LANE



YOU ARE HERE



EXIT PATH



FIRE EXTINGUISHER



MANUAL FIRE ALARM BOX

CALL 9-911 FIRE / POLICE / MEDICAL

IN CASE OF EMERGENCY, PULL FIRE ALARM.

FIRE ALARM SOUNDS LIKE A HORN WITH FLASHING STROBES.

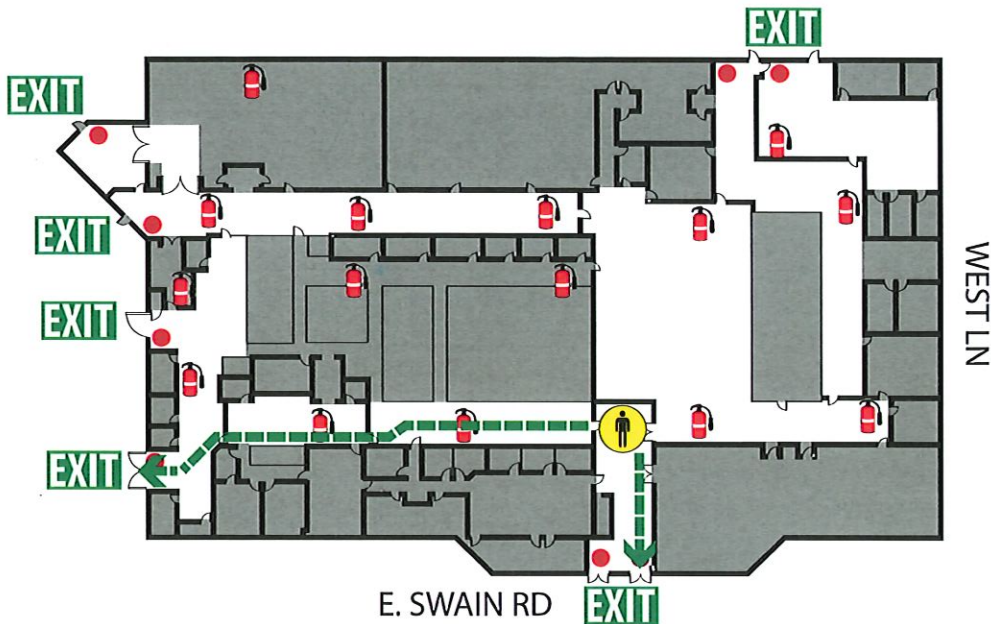
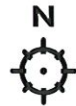
PERSONS WITH DISABILITIES



SHALL CALL 9-911 TO REPORT THEIR LOCATION AND PROCEED TO THE NEAREST EXIT AND AWAIT ASSISTANCE.

EVACUATION PLAN

6221 WEST LANE



-  YOU ARE HERE
-  EXIT PATH
-  FIRE EXTINGUISHER
-  MANUAL FIRE ALARM BOX

CALL 9-911 FIRE / POLICE / MEDICAL

IN CASE OF EMERGENCY, PULL FIRE ALARM.

FIRE ALARM SOUNDS LIKE A HORN WITH FLASHING STROBES.

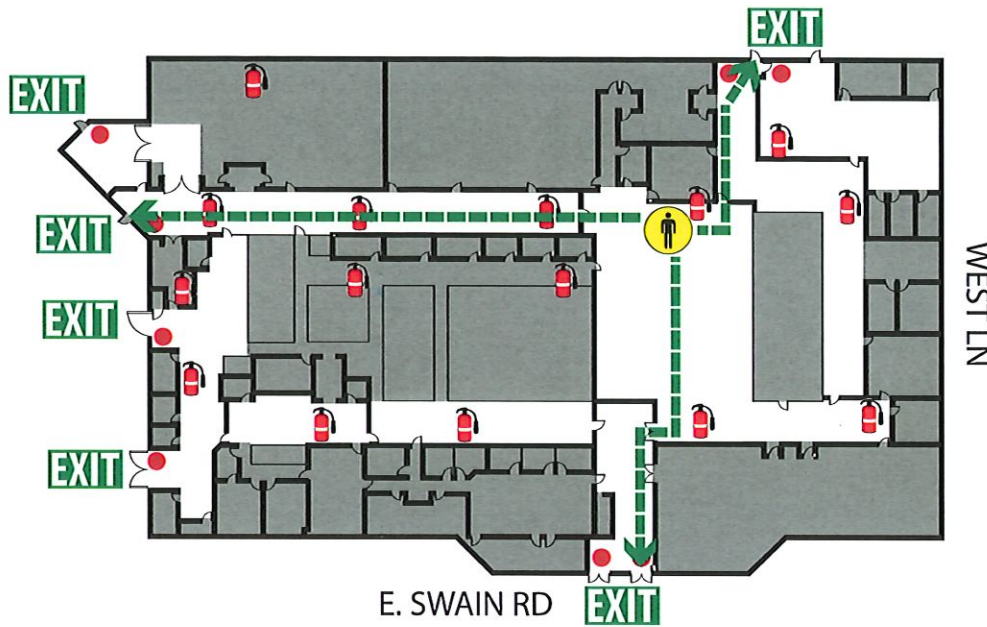
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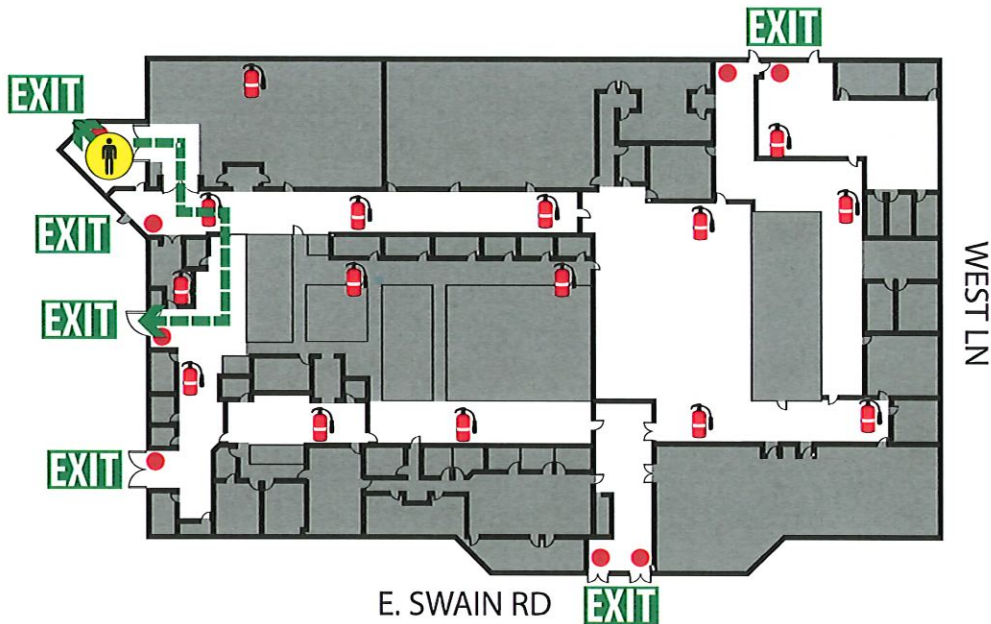
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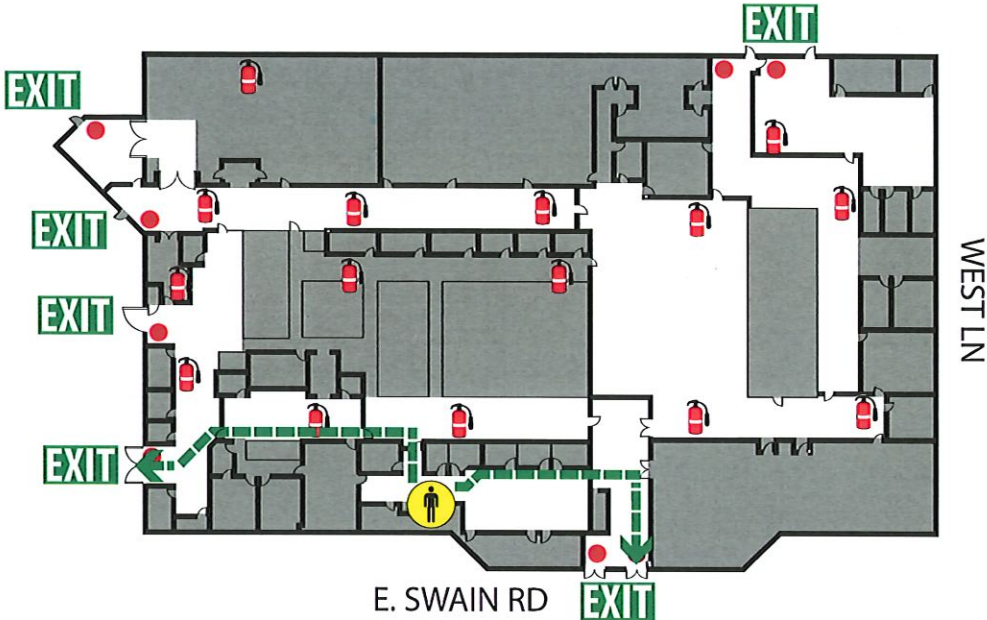
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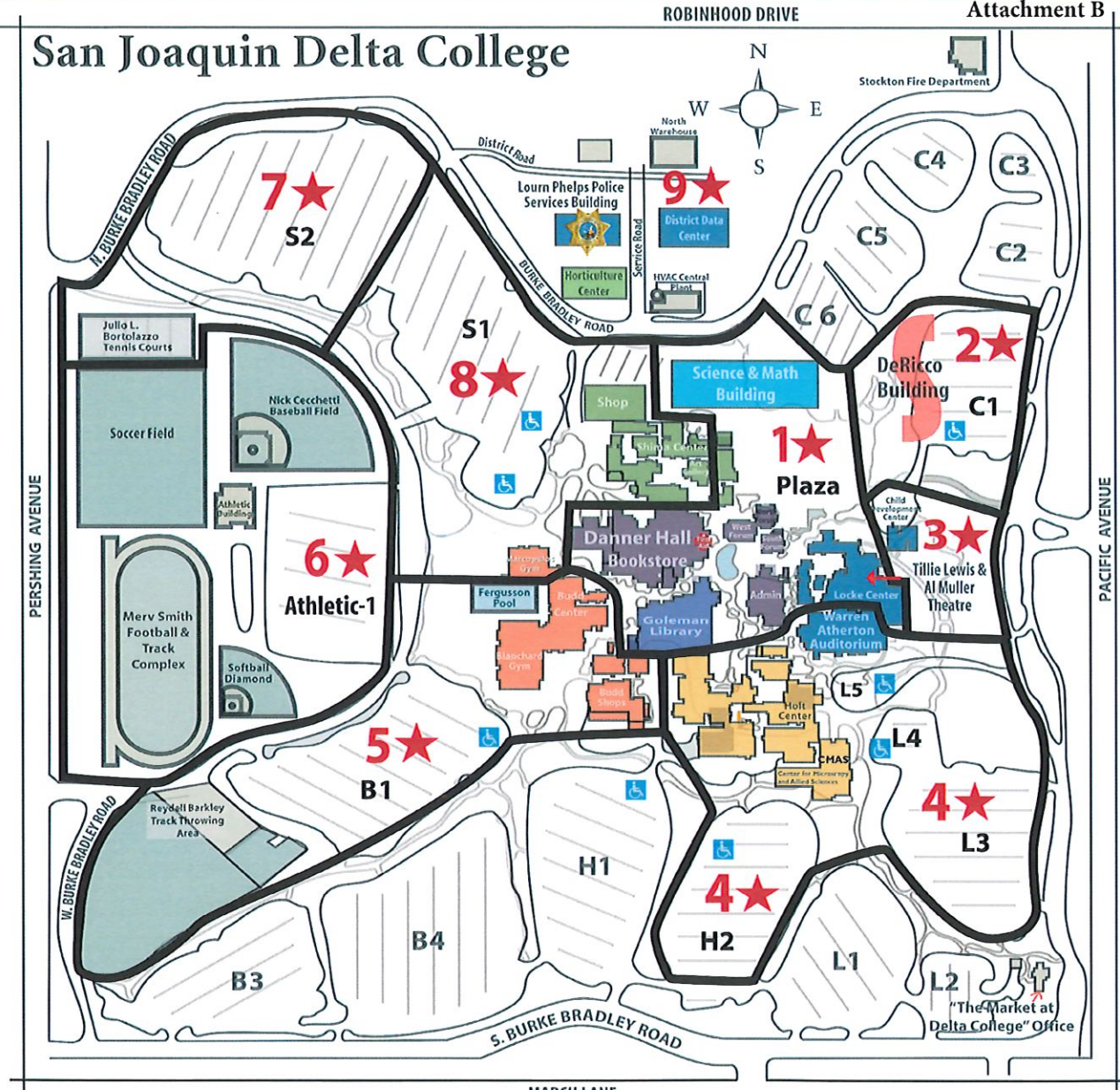
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Emergency Evacuation Assembly Areas



Region Evacuation Assembly Areas

If a building must evacuate outdoors during an emergency, occupants will gather in region evacuation assembly areas. Information command posts will be set up at these sites.

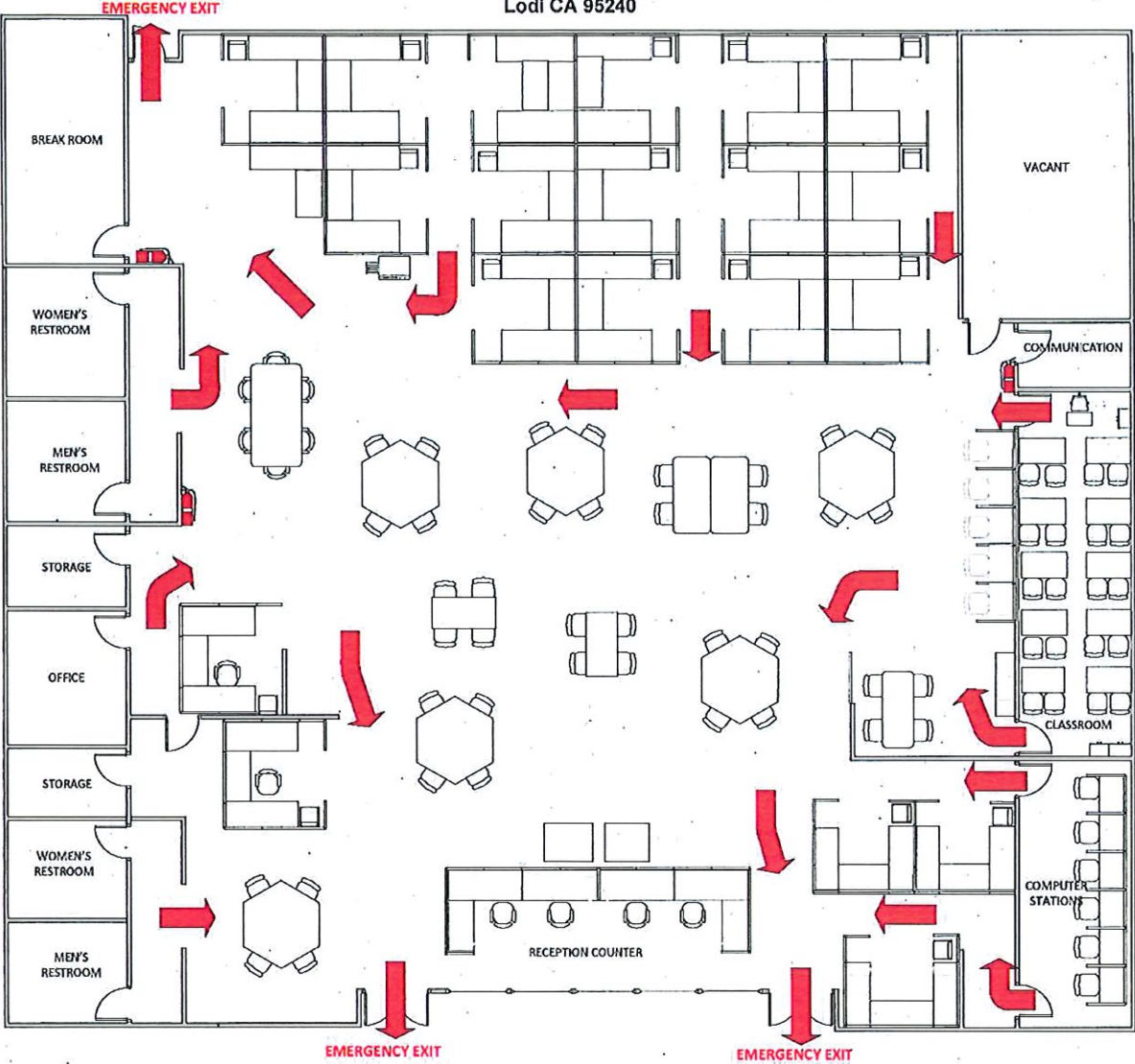


REGION	BUILDINGS	ASSEMBLY AREA
1★	ADMINISTRATION, DANNER HALL, FORUMS, LOCKE, GOLEMAN LIBRARY, & SCIENCE AND MATH.	Plaza
2★	DERICCO STUDENT SERVICES BUILDING	LOT C1
3★	CHILD DEVELOPMENT CENTER	CDC Play Area
4★	HOLT AND ATHERTON THEATER	LOT H2 or L3
5★	BUDD, BUDD SHOPS, BLANCHARD GYM, POOL, TRACK THROWING AREA, AND PRINT SHOP	LOT B1
6★	ATHLETIC FACILITIES	LOT A1
7★	TENNIS COURTS.	LOT S2
8★	MARCOPULOS GYM AND SHIMA	LOT S1
9★	DATA CENTER, HVAC PLANT, POLICE DEPT., AND NORTH WAREHOUSE.	District Road

★ **Emergency Evacuation Assembly Areas**
SJDC Police 954-5000

EMERGENCY EXIT ROUTES

Lodi CHD WorkNet Center
631 E. Oak Street
Lodi CA 95240



Legend

- Fire Extinguisher
- Exit Route

Updated: June 2008

YOU ARE HERE _____

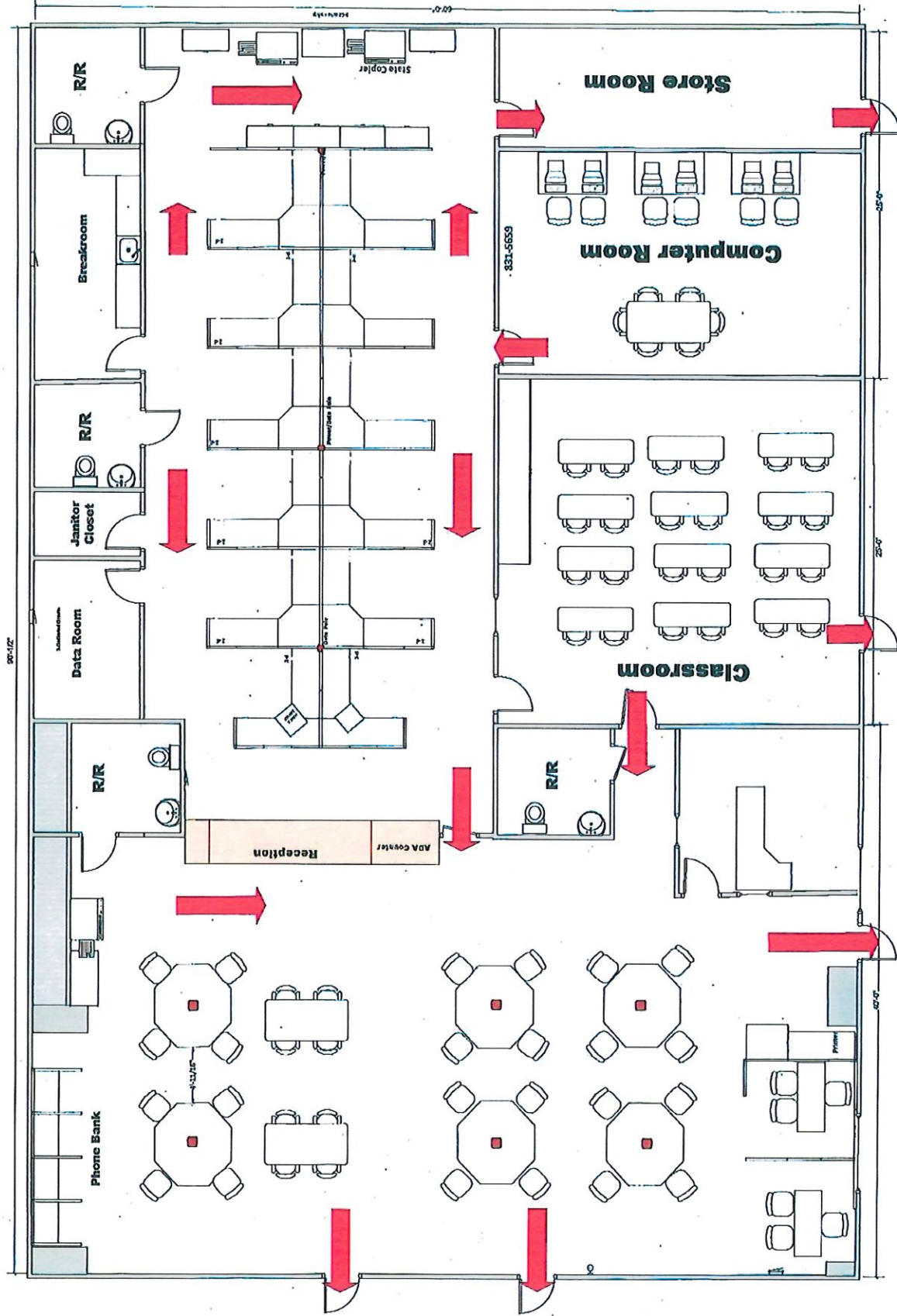
Front of Building

In the event of an evacuation, occupants will gather in the following assembly area: North West Corner of Parking Lot next to Brown Building (Jergen's Inc.) denoted by star below.



Tracy Worknet

AS OF 9/29/13



ATTACHMENT E

