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STATEMENT OF PURPOSE

The primary purpose of this Emergency Action Plan is to limit the risk of death or personal injury to guests and employees and to minimize physical or structural damage to the facility as well as set forth clear procedures for emergency situations that may arise at RANCHO 51. The policies and procedures outlined within this plan are to serve as guidelines for all staff to follow during an emergency.

An additional purpose of this manual is to lay out a command structure, sound decision process, and effective communication lines and procedures, so as to minimize the extent and severity of any emergency incident.

Rancho 51 will work on a continuing basis with the Coachella valley Fire department. The Riverside County sheriff's department, and other agencies in the development of specific Emergency procedures plans.

All emergency response actions will occur with the facility employees that are actually "on hand" during the time of a crisis. Some emergencies will affect one or two people, other situations may involve the need to evacuate the entire premises. Therefore, the policies and procedures contained in this plan may have to be modified to provide the appropriate emergency response actions. This plan should be considered as a teaching tool to provide employees with an overview of their duties and responsibilities during an emergency situation.

- Medical
- Fire
- Earthquake
- Bomb threat
- Chemical spill
- Structure climbing/descending
- Extended power loss

This Emergency procedures manual is a tool, which will be distributed to all employees of Rancho 51. It should be understood that this plan cannot address every possible emergency situation that may arise. However, the guidelines set forth should be followed as closely as circumstances allow in order to reduce the chances of personal injury or damage.



Medical Emergencies

The intent of this section is to provide basic guidelines for handling medical emergencies ranging from minor to serious injuries or death. Basic first aid and CPR information and guidelines will be posted in common-work areas.

Emergency Medical Procedures

Medical emergencies/injuries are classified into three categories

- Minor
- Serious/non-life threatening
- Serious/ threatening

Minor Injuries are those, which can be handled by basic first aid procedures and do not require immediate additional medical treatment or transportation.

Serious/ non-life-threatening emergencies/injuries are those which require immediate medical attention beyond the first aid which can be provided onsite. These injuries do not require ambulance transportation.

Serious/ life-threatening emergencies/injuries are those which require immediate ambulance transportation to a medical facility. These include, but are not limited to, individuals with chest pan, breathing difficulties, severe bone breaks, and back injuries, severe cuts with uncontrolled bleeding, unconscious persons, and severe head injuries.

Staff Medical Emergencies procedures

- With minor injuries, notify your supervisor, take appropriate first aid measures. • With Serious/non-life-threatening injuries, take immediate action and appropriate first aid measures. Notify your supervisor as soon as possible. Ensure that appropriate transportation to the appropriate medical facility has been arranged.
- Incase of serious/life threatening injuries, take immediate action by notifying your supervisor. Make sure to state the exact location of the injured person and the severity of the injury. If trained, provide immediate first aid and or CPR measures as needed.
- Notify the Manager on duty as soon as possible.
- If necessary, supervisor will contact 911 and proceed to have a security officer or other employee meet the incoming ambulance at the closest entrance or location where the injured person in located.



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- Do not attempt to move the injured individual(s) unless his/her life is in danger at that location. Upon arrival of the ambulance, be prepared to provide any needed information to the paramedics/EMT.
- Make sure to note which hospital/clinic the injured person is being transported to in order to assist with his/her family notification. No employee shall interfere with medical treatment provided by the ambulance or medical team.
- The only exceptions to treating serious / life-threatening injuries are cases where a person is "obviously dead". Examples of this would be decapitation, rigor mortis, etc. in these cases, first aid and CPR would be inappropriate. Suspicious of deaths are a law enforcement matter and tampering or moving of deceased individuals by unauthorized persons could constitute a violation of law.
- If an individual is discovered who is "obviously dead" ALL guests in the immediate area will be cleared but asked not to leave until cleared by law enforcement officer. The deceased will not be covered, nor the surrounding area altered in any manner. The area should be secured. If the deceased is in public view, the body may be covered but only at the direction of law enforcement officer.

Additional considerations and medical emergencies:

- Whenever possible, do not leave an individual requiring medical assistance alone. • If you are dealing with a conscious adult who refuses assistance, make a notation on the incident report.
- If you are dealing with a minor, obtain their name, age, and the name and phone number of his/ her parent(s) or legal guardian(s).
- Make sure a written record of the location to which the injured person is transported, is made to assist in family notification. This information is critical in the event of multiple casualties.

FIRE

All fires regardless of size, must be treated as serious incidents. It is important that all Rancho 51 staff is safety conscious, knows the basic rules of fire extinguishing and knows the location of fire prevention, detection and abatement equipment. It is also important that all staff knows how to report a fire.

One of the most important responsibilities of all employees is fire prevention.

Whether a person works in an administrative office, operations or an attendant, he/she should always look for things, which may be fire hazard. A few of the more common hazards are:

Frayed or unprotected electrical cords.

- Large collection of trash
- Open trash bin covers
- Flammable materials
- Careless smokers
- Obscured or covered fire extinguishers and hoses
- Blocked exits

It is the responsibility of ALL EMPLOYEES to immediately report all potential fire hazards to the manager on duty via the two-way radios or by dialing 760-578-5931

In addition to the above-mentioned fire hazards and all suspicious of fire should immediately be reported. Suspicious of fire or fire hazards may include smell of smoke or smoke haze in the air, smell of gas, open containers that are marked toxic, or flammable or reports by others that something is burning.

Staff Fire Procedure

Prior to the beginning of their shift, all employees should know the location of the following items in their designated work area.

- The nearest fire extinguisher / fire hose
- The nearest telephone
- The nearest fire exits
- The nearest alarm pull station



- The Nearest first aid station:

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If you discover a fire or smoke

- Warn and remove anyone in immediate danger
- Immediately notify Manager on duty on radio or at 760-578-5931 • If you do not have a two-way radio, go to the nearest employee with a radio. Remain calm and state who you are, exactly where you are located, and the nature of the emergency.
- If a fire extinguisher is available, and you have been formally trained in how to use it and feel comfortable doing so under the circumstances of the situation, take it to the location of the fire. If the fire does not appear to be out of control, use it to extinguish the fire.

If you hear or see a fire alarm:

- When directed to do so, begin the evacuation of guests and yourself in your surrounding area by guiding them to the nearest exit.
- As you are evacuating and helping others to evacuate, listen for further instructions.

Your own good judgement is the finest safety device ever developed. Above all, remember to use your head! If you hear the fire alarm sound or if verbal instructions to evacuate are given, take them seriously and proceed immediately to the nearest exit or fire exit.

Evacuation is a must under these circumstances and not something you choose not to do. Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to use.

Fire considerations:

- Report the fire immediately using an appropriate method. If the fire is extinguished, no matter how small it was, it is still important that the manager on duty is made aware of the incident.
- Stay low, heat and smoke rise. Hot air can scorch a person's lungs and smoke may contain poisonous fumes that can cause death. Take short breaths and breathe through your nose. Cover your face with a piece of cloth to filter out the smoke.



BOMB THREAT / SUSPICIOUS OBJECT

Receptionist, administrative assistants, and all other persons who answer published telephone numbers should be briefed on the procedures for handling bomb threats. Bomb threat checklist forms will be distributed to all team members and kept available for us.

This form will assist in evaluating the threat and possibility of identifying the caller. The form should be immediately available, and all telephone switchboard operators and reception desk staff must become familiar with its format in advance of a potential threat emergency.

The potential for bomb threats exists at all businesses and facilities. Even though very few bomb threats involve the placing of a bomb, all threats must be taken seriously.

Definitions

BOMB: An explosive device fused to detonate under specified conditions, explosive and incendiary by type. This includes improvised explosive device, Molotov cocktails, firebombs and all military ordinances such as grenades.

Threat: An indication of something impending, an intention to inflict evil, injury or damage.

The most common reason for making a bomb threat are: The caller wants to create an atmosphere of anxiety and panic, which will in turn result in a disruption of normal activities at Rancho 51.

The caller has definite knowledge of the bomb and wishes to minimize risk of injury to others.

Non-Specific threats: Non-specific threat is less common type. The caller simply advises that there is a bomb.

Specific threats: A specific threat is less common, but more likely to involve an actual explosive device. This type of threat usually provides information regarding the bomb, its placement, its construction, the rationale behind the attack, or detonation time. The caller may also indicate the knowledge of/about the physical layout of the site, particulars of facility business, relay information about remote control switches, name an individual as a target or identify themselves as a representative of a terrorist organization. When a specific threat is received, serious thought must be given to the possibility that an actual explosive may be present.



Earthquake

It is well known fact that southern California is prone to earthquakes. Whenever a major tremor occurs, expect one or more aftershocks of varying intensity. In addition, numerous major earthquakes can occur in the same area.

General information

Of all natural disasters that can affect Rancho 51, earthquakes occur most suddenly, and may include a widespread damage. It is during such crisis that Rancho 51 personnel should present themselves with the proper demeanor and control. The chances for survival are good if the public and area personnel remain calm. The following procedures should be implemented.

If indoors- Stay indoors unless the order to evacuate has been given. Drop, cover and hold. Seek refuge under a desk or table or other sturdy furniture with back to windows. If not near any furniture, sit in a corner or with back against a solid interior infants and small children. Drop to your knees, clasp both hands behind your neck. Bury your face in arms. Make your body as small as possible. Close your eyes. and cover your ears with your forearms. If notebooks or jackets are handy, hold it over your head for added protection. Stay away from windows, bookcases, or other heavy objects. Maintain your position until shaking stops.

IF OUTDOORS: Move quickly away form buildings, utility poles and other structures. Caution: always avoid power or utility lines as they may be energized. Assume drop. Cover and hold position in an open space until the shaking stops.

HAZARDOUS MATERIAL

Hazardous materials are those substances, represented by one of the following hazardous material classes.

Flammable (gasoline, cleaning solvents, etc.)

Explosives (fireworks, TNT)

Radioactive (medical, isotopes, radium, etc.)

Compressed gas (oxygen, nitrogen, etc.)

Highly reactive (chlorine, phosphorus, etc.)

Severe health hazards (poisons)

Corrosive (batteries, acids, etc.)

General Information

A release of hazardous or toxic material can occur either inside or outside Rancho 51. If a known or suspected release or spill is detected inside, the manager on duty should be contacted immediately.

All hazardous materials stored or used on premises will have an appropriate sign displayed indicating the substance, safety precautions, and appropriate emergency actions to be taken in the event of an accident.

In addition, all chemicals used on the premises will have material safety data sheets (MSDS) on record in the management office and all containers shall be labeled accordingly. These material safety data sheets provide first aid recommendations in case of injury.

Emergency hazardous material procedures

- Immediately clear the area and close the doors.
- Notify the manager on duty immediately.
- Ensure that all persons are moved upwind of the spill.
- Shut off ventilation for the affected space.
- If toxic, and only, if possible, contain the spilled material through the use of such material.
- Do not wash hazardous material into the storm or sewer lines. • Only qualified persons may attempt to clean small spills, large spills of toxic materials require special training and equipment possessed by commercial clean up companies. The manager on duty will determine if outside help is required in the clean up process. If outside help is needed manager on duty will notify 911.

UTILITIES OUTAGE

Utility/Electrical outages can occur, at any time for number of reasons. When the electricity fails, emergency back-up generators are scheduled to provide emergency power. It takes a very short time for the back-up generators to activate. In case an event is in progress the generators will provide adequate lighting for guest to leave safely.

Departmental Power outage procedures

Manager on duty: Ascertain the problem and possible impact in order to make decisions regarding the continuation or cancellation of the event in progress.

Security: Standby to make announcements based on the Manager on duty's decisions. Prepare to evacuate the building if necessary. If the decision is made to evacuate the premises, follow the emergency evacuation procedures outline in this plan.

Engineer: notify the manager on duty of the cause of the power outage. Continue to provide updates and progress reports. If external, contact the imperial irrigation district (IID) load dispatcher to determine the estimated length of the power outage. If internal, locate and initiate prompt repair. Only if possible, to do it safely.

Incase of emergency, The imperial irrigation district will be contacted and informed of the utility outage.

Reporting electric or water trouble in emergencies, please call the customer service numbers listed below.

Local calls: 760-335-3640

Toll Free: 1-800-303-7756

Customerservice@iid.com



EMERGENCY PHONE NUMBERS

- **Riverside County Code Enforcement 951-955-2004**
- **Riverside County Fire Department 760-398-8895**
- **Riverside County Sheriff's Department 760-863-3215**
- **Riverside County Planning Department 760-863-8277**

ADMINISTRATIVE
4/4/2025
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County of Riverside Planning
Department