SAFETY FIRST

Injury and Illness Prevention Program

Corcoran Joint Unified School District

INTRODUCTION

In the fall of 1989 the California legislature created Senate Bill 198 (SB 198) which, in part, requires California employers to establish and maintain effective injury prevention programs. These programs must be in writing and include the following elements according to Section 6401.7 of the California Labor Code:

1. An identified person or persons responsible for implementing the program.
2. An inspection program or system to identify and evaluate workplace or worksite hazards on an ongoing basis.
3. Established methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.
4. A safety training program to ensure that training is provided, both general training to cover basic hazards to all places of employment and specific training to cover hazards that are unique to each employee's job assignment.
5. A system to communicate with employees about safety and health matters and to encourage feedback on safety concerns from them.
6. An enforcement and disciplinary system to ensure that employees comply with company safety and health rules and regulations.
7. A procedure to investigate occupational injuries and illnesses.
8. The employer must keep appropriate records of steps taken to implement and maintain the program.

The following program is designed to address each of the requirements.

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Statement from the Superintendent

It is Corcoran Joint Unified School District's Policy that that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation and Violence in the WorkPlace Prevention. One of the key goals that stems from our leadership and district values of Corcoran Joint Unified School is to "Ensure a Safe Environment."(District Learning Plan, Goal #3). We will be counting on you to do your part in fulfilling this essential goal in every dimension of your work and work areas.

As a unified district we work as a team to do everything possible to provide not the highest quality educational environment our kids deserve, and in that quality we constantly strive for high standards of safety and security for everyone. There is no job so important, nor any service so urgent, that we cannot take time and effort to work safely. Our School Board, leadership team, parents and community consider the safety of our students and employees to be of prime importance, and we have expectations for all of our staff members to make safety a high priority.

IDENTIFICATION OF PLAN ADMINISTRATORS

The following person/persons are responsible for implementing the accident prevention plan for Corcoran Joint Unified School District

Name	Title
Danielle Alvarez (559) 992-8888 ext. 1232	Chief Business Officer
Rebecca Moreno (559) 992-8888 ext. 1225	Human Resources Manager
Laura Duran (559) 992-8888 ext. Cell: (559) 530-1860	Safety/Security Coordinator

Management Responsibility:

In effectively executing their safety responsibilities, managers will:

1) Familiarize themselves with the safety program and ensure its effective implementation.
2) Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
3) Give maximum support to all programs and committees whose function is to promote safety and health.
4) Assign participants to safety committee.
5) Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

Supervisor Responsibilities:

Our supervisors are the foundation of the safety program. Their responsibilities are to:

1) Familiarize themselves with company safety policies, programs and procedures.
2) Provide complete safety training to employees prior to assignment of duties.
3) Consistently and fairly enforce all company safety rules.
4) Investigate injuries to determine cause, then take action to prevent repetition.
5) See that all injuries, no matter how minor, are treated immediately and referred to the
6) Human Resources Department to ensure prompt reporting to the insurance carrier.
7) Inspect work areas often to detect unsafe conditions and work practices. Utilize self-inspection checklists as required.

Employee Responsibilities:

Employee responsibilities for safety include the following:

1) Adhere to all safety rules and regulations.
2) Wear appropriate safety equipment as required.
3) Maintain equipment in good condition, with all safety guards in place when in operation.
4) Report all injuries, no matter how minor, immediately to a supervisor.
5) Encourage co-workers to work safely.
6) Report unsafe acts and conditions to the supervisor.

Safety Rules

For the protection and safety of all employees Corcoran Joint Unified School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

1) Proper footwear and clothing will be worn at all times.
2) Do not wear loose clothing, jewelry or keep long hair in a down position where there is a danger of catching such articles in moving machinery.
3) Horseplay, running, fighting, or any activity that may result in injury or waste will not be tolerated.
4) Eye protection is required when performing any task that could produce flying particles.
5) Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.
6) Do not operate any machine that you are unfamiliar to you.
7) Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lock-out) and a warning tag is placed at the controls. Each person involved in maintenance must have his/her own personal padlock to ensure total lack of power until all work has been completed.
8) Any defects in materials, machinery, tools and equipment must be reported to a supervisor.
9) Do not leave tools, materials or other objects on the floor which might cause others to trip and fall.
10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
11) Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain - **ASK FOR HELP.**
12) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
13) Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary first make sure the machine is turned off.
14) Do not leave oil, wax, water, or any other material on the floor where you or others may slip. Report any spills to your supervisor.
15) When handling hazardous materials insure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, insure that they are labeled as to their contents and hazards.
16) Use appropriate gloves when handling materials with sharp or jagged edges which may result in lacerations.
17) Do not attempt to operate machinery for which you are not trained.
18) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times.
    WALK, DO NOT RUN!
19) The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited except in designated areas.
20) All work related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

DISCIPLINARY PROCEDURES

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

1) Verbal counseling - the first step. Must be documented in the employee's personnel file.
2) Written warning - outlining nature of offense and necessary corrective action.
3) Suspension without pay - the third step or a separate disciplinary action resulting from a serious violation.
4) Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred. Supervisors will be subject to disciplinary action for the following reasons:
    a) Repeated safety rule violation by their department employees.
    b) Failure to provide adequate training prior to job assignment.
    c) Failure to report accidents and provide medical attention to employees injured at work.
    d) Failure to control unsafe conditions or work practices.
    e) Failure to maintain good housekeeping standards and cleanliness in their departments.
    f)

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

SAFETY TRAINING

GENERAL:

1. Hazardous machinery, equipment or conditions, and unsafe practices or acts shall be reported to your supervisor at once.
2. The use or possession of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal.
3. Caution other employees exposed to hazards created by your work activities.
4. All injuries shall be reported promptly to an authorized representative so that arrangements can be made for medical or first aid treatment.
5. Authorization for medical service must be given by your foreman for "On the Job" injuries before obtaining medical attention or seeing a doctor.
6. Do not engage in horseplay on the job.
7. Warning signs, barricades, guardrails, etc., shall be kept in place.
8. Place guards around or over all roof openings, floor openings, excavations, manholes, elevator shafts or any other opening where hazard of fall exists.
9. Machinery and equipment shall be operated or repaired by qualified personnel.
10. Keep out of hazardous areas when not a member of the work crew involved.
11. Use the proper lifting technique to prevent back strain and injury.
12. Do not enter manholes, underground vaults, chambers, tanks, silos, etc., until it has been determined that there is a sufficient amount of air, and it contains no flammable or toxic gases or vapors.

PERSONAL PROTECTIVE EQUIPMENT:

1. Hard hats shall be worn where there is a hazard from falling or flying materials.
2. Wear proper footwear with substantial soles.
3. Wear appropriate dark goggles or welding helmet when working on or near arc, acetylene welding or burning.
4. Wear safety glasses or face shield in areas where flying particles are encountered or hot material can splash.

5. Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.
6. Use safety belts and lifelines when working at heights where unprotected by guardrails or safety nets.
7. Flagmen, truck spotters, grade checkers, etc., shall wear orange shirts or vests and use proper warning signs, and flags.

LADDERS AND SCAFFOLDS:

1. Defective ladders shall not be used.
2. When using ladders other than stepladders, set feet securely and tie off at the top.
3. Face the ladder going up or down and with hands free of tools or materials.
4. Before using scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use until corrected.
5. Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.
6. Scaffolds or platforms 7 1/2 feet or more above ground shall be equipped with guardrails and toe boards.
7. Before working on rolling scaffolds, check braces, guys, wheel retainers, wheel locks and outriggers.

MACHINERY AND EQUIPMENT:

1. Oiling or repairing of machinery or equipment while in motion is prohibited unless special provision to do so safely has been provided.
2. Before any equipment is set in motion, operator must first check, and be certain that no one will be injured by his action.
3. No employee shall be allowed to operate power-driven equipment until he has proven that he understand the safe practice of operation.
4. Operators of power-driven equipment shall make a careful inspection of the equipment at the start and end of each shift. Any changes or defects must be reported to both his relief and supervisor.
5. Before leaving motorized equipment, ground the blade, bucket, scoop, pans, etc., and secure brakes.
6. Motorized equipment should be handled with caution in dangerous areas such as edges of deep fills, cut banks, and steep slopes.
7. When making repairs on equipment where blocking is required, be sure blocking is secure.
8. Keep proper clearance from all high voltage lines.
9. Never swing suspended loads over others.
10. Getting on or off equipment while it is in motion is prohibited.
11. Riding equipment is prohibited unless provided with adequate riding facilities.

HAND TOOLS:

1. Defective tools shall not be used. Keep all tools in good state of repair.
2. Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits.
3. Use hand tools only for the purpose for which they are intended.
4. Powder actuated tools shall only be used by qualified operators.

ELECTRICAL:

1. Check all portable electric tools for proper ground and condition of cords. Do not use if defective, report defective equipment to your foreman.
2. Heed high voltage warning signs and keep proper distance.
3. Do not lift or lower portable electric tools by means of the power cord. Use a rope.
4. Do not leave the cords of portable electrical tools where equipment will run over them.

5. When necessary to suspend portable power tools, hang them from some stable object by means of a rope or similar support of adequate strength.

FIRE HAZARDS:

1. When welding or cutting be sure that hot sparks or slag do not come in contact with combustibles.
2. Use only closed metal container labeled FLAMMABLE for storage of flammable liquids.
3. Keep oily rags and waste material in proper containers.
4. Use fire protection equipment only for firefighting.
5. Know location of fire extinguishers, and other firefighting equipment.
6. Report all fire hazards to your foreman immediately.
7. Gasoline shall not be used for cleaning purposes.
8. Do not use flammable fuels for starting or for "warm up" fires.

FIRST AID:

1. Obtain immediate first aid for all injuries, no matter how small, and report to your supervisor.
2. Know location of first aid kits and emergency equipment.
3. Do not move seriously injured person unless he is exposed to further injury from fire, falling objects or other hazards. Never remove foreign bodies from the eyes.
4. Use first aid materials only as necessary.

HOUSEKEEPING:

1. Maintain good housekeeping in your area.
2. Do not leave scrap on ramps, runways, stairways or designated paths of travel.
3. Keep hoses, cables, and ropes coiled, tied and in the clear.

SAFETY TRAINING

The goal of our safety-training program is to develop safe work habits and attitudes. It is critical that new workers understand work rules and procedures prior to being assigned a job.

INSPECTIONS

Inspection works because it is an essential part of hazard control. It is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. Potentially hazardous conditions, once uncovered, will be corrected immediately or a report will be filed to initiate corrective action.

Periodic planned inspections will be made by members of the safety committee (or other designated individuals) utilizing the District ticket system or notify an immediate supervisor. The report will be reviewed by the safety committee (or designated management representative) and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion, and actual completion dates will be documented on the District ticket system.

SAFETY COMMITTEE AND SAFETY MEETINGS

The safety committee will be comprised of members (supervisors and/or employees) of the various departments, and management. They will meet three times annually, and review the following:

1. Minutes of the previous meeting.
2. Unfinished business of the previous meeting.
3. Self-inspection reports.
4. Discussion of accidents and corrective action taken.
5. Accident trends.
6. New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.)
7. New business.

All meetings will be documented. Group safety meetings - supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented.

ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of Corcoran Joint Unified School District to carry out a thorough program for accident investigations. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the Supervisor, Human Resources Manager, and the KCSIS Administrator.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigation. Additionally, the investigation will be used to prepare reports required by Federal and State laws as well as the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Supervisor's liability under the law. Corcoran Joint Unified School District (CJUSD) worker's compensation program is self-insured and partially self-administered. Claim management is handled with the combined efforts of CJUSD designated staff and Kings County Self-Insured Schools (KCSIS). When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident.

A. GO to the scene of the accident at once.
B. TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
C. LISTEN for clues in the conversations around you. Unsolicited comments often have merit.
D. ENCOURAGE people to give their ideas for preventing a similar accident.
E. STUDY possible causes - unsafe conditions, unsafe practices.
F. CONFER with interested persons about possible solutions.
G. WRITE your accident report giving a complete, accurate account of the accident.
H. FOLLOW-UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.

PUBLICIZE corrective action taken so that all may benefit from the experience. In order for the Supervisor's Report to be effective, it should contain as a minimum a detailed answer to the following questions:

a) What Was The Employee Doing? Explain in detail the activity of the employee at the time of the accident.
b) What Happened? Indicate in detail what took place; describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
c) What Caused the Accident? Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
d) What Can Be Done to Prevent a Similar Accident? - Indicate corrective action to prevent recurrence.

HAZARD COMMUNICATION PROGRAM

Maintenance staff will use the universal labeling on all janitorial supplies.

HAZARD EVALUATION:

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that information to employers who purchase their product. Corcoran Joint Unified School District will not to rely on the evaluation of the manufacturer, we will arrange for additional testing when needed.
We will consider any chemicals listed in one of the following sources to be hazardous:

A. Those hazardous substances listed in: The Director's List of Hazardous Substances, 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA) Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH), 1984 National Toxicology Program (NTP), Third Annual Report on Carcinogens, 1983 International Agency for Research on Cancer (IARC), Monographs, Vols, 1-34 or Those hazardous substances prepared pursuant to Labor Code Section 6382.

B. Any other substances which present a physical or health hazard(s) as determined by scientific evidence.

LABELS & OTHER FORMS OF WARNING

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and will show hazard warnings appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols which will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed. Products used for cleaning, maintaining and general upkeep of sites will be properly labeled, both containers and secondary containers. Material Safety Data Sheets will be kept on file for all products used.

Exceptions to this rule are as follows: We are permitted to post signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards. Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.

We are not required to label pipes or piping systems. However, to ensure that our employees who work on unlabeled pipes have been informed of the hazardous substances contained within, the following policy has been established: Prior to Starting work our employees are to contact a supervisor for the following information:

1) The hazardous substances within the pipe.
2) Potential hazards.
3) Safety precautions which should be taken.

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects the affected employee(s) will be given information by their supervisor about the hazards to which they may be exposed. The information will include (1) specific hazards of the task (2) protective/safety measures which must be utilized, and (3) measures the company has taken to reduce the hazards (ventilation, respirators, presence of another employee, emergency procedures, etc.).

SAFETY DATA SHEETS (SDS)

Corcoran Joint Unified School District is responsible for obtaining or developing a SDS for each chemical used in the workplace. Each SDS will include the specific chemical identity of the chemical involved and the common names. Each data sheet will provide information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Binders containing the SDS will be located at each site. The binders, with the SDS describing chemicals used at the site, will be readily available to employees. The Director of Maintenance will maintain a master file for all departments.

Our employee-training program will include instruction on how to read and interpret information on a SDS, and how employees can obtain and use the available hazard information.

EMPLOYEE TRAINING

It is the goal of Corcoran Joint Unified School District to provide hazard communication training to all workers prior to starting a new job assignment and whenever a new chemical is introduced to a given work area. Training will be conducted by the Director of Maintenance or another person who has been properly trained. The program will provide information and training on the following:

1) How the hazard communication program is implemented, how to read and interpret information on labels and SDS, and how employees can obtain and use the available hazard information.
2) The physical and health effects of the chemicals in the work area.
3) Measures employees can take to protect themselves from the hazards.
4) Specific procedures put into effect by the company to provide protection, such as personal protective equipment, engineering controls and work practices.
5) Methods and observations, such as visual appearance or smell, workers can use to detect presence of a hazardous chemical they may be exposed to.
6) Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

RIGHT-TO-KNOW TRAINING PROGRAM

1) Introduce the Right-To-Know coordinator and explain his/her role.
2) Review the company's written Hazardous Communication (HazCom) program and explain how to obtain and use the document.
3) Explain applicable safety and health requirements mandated by OSHA and state standards.
4) Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.
5) Explain how to recognize potential health and safety hazards and review monitoring techniques used to detect potential health hazards.
6) Explain how to read SDS and related information (labels).
7) Explain safety precautions to be taken by the individual worker.
8) Explain in detail the labeling system used by the company.
9) Use visual aids to teach basic HazCom information to the general plant population.
10) Warn about specific work activities that increase the likelihood of a loss.

EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered so the well-being of our personnel is to be protected and we are also ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency. Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers, and other members of the community as well.

GENERAL INFORMATION

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

1) A fire or disaster within the facility.
2) An external hazardous condition threatening the facility.

If either of these two situations occurs, notify these agencies:

1) Dial 911 for emergency services
2) County Environmental Health – 559 584-1411

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

1) Initiate evacuation center receiving plan. (It may be necessary to transport company personnel to a local evacuation center).
2) Priority of evacuation may be a necessity if there are handicapped employees.
3) Materials and supplies to be evacuated:
   a) First aid kits
   b) Personnel roster

RESPONSIBILITIES

The Safety Committee will:

1) Coordinate the Emergency Evacuation Plan throughout the facility.
2) Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.
3) Schedule fire classes as necessary.
4) Arrange and execute fire drills within the facility.
5) Maintain a log of fire drills conducted. The log shall include the date and time of each drill, the time required to evacuate the building, and the initials of the person making the recording.
6) Report any deficiencies noted during the fire drill.
7) Correct any deficiencies noted during the fire drill.
8) Maintain a file of committee meetings and activities, including committee minutes. All documents are to be signed by the Committee Chairman.

The Safety Committee will be aided by Supervisors who will:

1) Facilitate the Emergency Evacuation Plan.
2) Keep constant check on all personnel to be sure that they are completely familiar with all phases of the Plan which they are required to know.
3) See that all personnel participate in ALL fire drills, fire classes, and other practice sessions.
4) Be certain that all personnel are familiar with, and make thorough fire prevention inspections when they are assigned to do so.
5) Take the necessary steps required to correct any fire hazards discovered.

It is the duty of every employee to:

1) Be completely familiar with the Emergency Evacuation Plan and his or her duties and responsibilities in the program.
2) Participate in all fire drills and practice sessions.
3) Attend all fire training classes when assigned.
4) Learn the location of and how to operate fire alarm systems and all fire extinguishing equipment.
5) Report any fire and/or safety hazard located any place on Company property.

FIRE PROCEDURE

Personnel have been assigned to:

1) Sound internal fire alarm.
2) Notify office staff.
3) Remove personnel from the building.
4) Close all doors and windows in the fire area, ONLY if this can be done safely.
5) Notify the fire department.

The person reporting the fire to the fire department will provide them with the following information:

1) Advise you are calling from Corcoran Joint Unified School District
2) Advise of site address that has the emergency
3) What is burning (machines, paper, etc.)
4) Location of fire (roof, plant, office, etc.)
5) Advise the type of fire (electrical, liquid, etc.)

Additional assignments have been made to:

1) Attempt to extinguish the fire with the use of on-premises equipment. To ensure employee safety, this is to be done only during the early stages of the fire.
2) Working away from the involved area, personnel will be assigned to:
3) Clear the aisles, hallways and other areas of personnel and visitors.
4) Close all doors and windows.
5) 3Check driveways to see that they are clear for entry of firefighting equipment. See that gates are unlocked and open.
6) Wait at the front entrance for arrival of firefighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with Executive authority or by the local fire/law enforcement officials.

EARTHQUAKE

In the event of an earthquake the following procedures shall be followed:

1) Assess damage and injuries.
2) Give first aid as needed. Remember, after an earthquake utilities, police and fire agencies may not be readily available. DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.
3) Notify executive management if any are away from the premises.
4) Call the Fire Department only in the case of fire.
5) The nearest hospital for treatment is:
   Adventist Health Medical Center and Emergency Services
   125 Mall Drive, Hanford, California, 582-3000.
6) Have damaged or potentially damaged utilities shut off at the main controls.
7) Personnel are to be instructed during orientation for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility poles, block walls, etc., which might fall during aftershocks.

8) Supervisors are cautioned to be alert for fallen high-tension lines, which may be touching metal objects on the ground.
9) Have all areas of the building inspected for damage before allowing personnel to return to the building(s).
10) Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s).
11) Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or treating injuries.