

Emergency Action Plan

CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

1520 Pacific Avenue
San Francisco, CA 94109

This plan was prepared by:

Susan Hogeland, CAE, Executive Vice President
1520 Pacific Avenue
San Francisco, CA 94109

A handwritten signature in black ink, appearing to read "Susan Hogeland". The signature is fluid and cursive, with a large loop at the end.

Signature:

Date: 6.15.12

Purpose

This plan is for the safety and well being of the employees of the California Academy of Family Physicians. It identifies necessary management and employee actions during fires and other emergencies. Education and training must be provided so that all employees know and understand the contents of the Emergency Action Plan.

Location of Plan

Each employee of this office has been provided a copy of this plan. A copy will also be kept in the office of the Executive Vice President, Deputy Executive Vice President, and Chief Financial Officer. A copy will be displayed in the work room. Any questions concerning this plan should be directed to plan preparer, Susan Hogeland, CAE.

Emergency Policy

It is the policy of this office that all employees should evacuate the premises in case of fire or other emergency unless, as in the case of earthquake, it is immediately unsafe to do so, e.g., electric wires, falling debris, etc. In the event of earthquake, employees should evacuate the premises as soon as it is deemed safe to do so.

Alarm Systems and Notification of Emergencies

In an emergency, employees will be notified by the following means of notification: telephone and verbal instruction. An extended alarm bell may also be sounded and each employee's desk is provided with an orange whistle. This system should provide warning for necessary emergency action and sufficient time for safe escape of employees from the workplace.

Escape Procedures and Exit Routes

All exits will remain unlocked and unobstructed during working hours. All employees must exit the facility in a quiet and orderly manner.

The following employees must leave through the FRONT DOOR, EXIT 1:

Sophia Henry
Allison Bauer
Kelly Goodpaster

Cody Mitcheltree
Shelly Rodrigues

The following employees must leave through the UPSTAIRS DOOR, EXIT 2 **ONLY IF** passage to the FRONT DOOR, EXIT 1 is prevented by fire or debris. Employees on the second floor must take the fire ladder stored in the closet in the second floor restroom to the roof, secure the ladder on the edge of the front of the building (black tape marks the proper location for attaching the ladder), and climb down to ground level in the event they are unable to exit

through the downstairs FRONT DOOR, EXIT 1. Staff working upstairs will be trained in the deployment of the ladder by Susan Hogeland on a periodic basis.

Leah Newkirk
Adam Francis
Jane Cho

Susan Hogeland
Callie Langton

Reporting Emergencies

An employee, upon discovering an emergency situation, shall immediately notify other employees in the area of the situation and sound an appropriate alarm. As soon as safely possible, the situation shall be reported to the appropriate outside emergency personnel:

Type of Emergency
Fire
Bomb Threat
Medical Emergency
Electrical Hazard
Other Safety or Health Hazards

DIAL 911

These Emergency Numbers Shall Be Prominently Posted Near Each Telephone

Within this office, the following personnel have the duty to ensure that outside emergency personnel have been contacted. They are also responsible for coordinating with outside emergency personnel on the scene and providing directions to the site of the emergency.

These personnel are listed in descending order of availability:

1. Susan Hogeland x235 – Cell 415-819-3856
2. Shelly Rodrigues x228 – Cell 415-713-8441
3. Leah Newkirk x 229 – Cell 646-610-0675
4. Sophia Henry x226 – Cell 415-656-6352

Accounting for Employees

After exiting the building, all employees are to assemble for roll call at the following location:
Jug Shop Parking Lot, corner of Polk and Pacific

The following employees are responsible for ensuring that employees comply with this requirement, conducting the roll call and reporting to outside emergency personnel the last known location of any missing employees. Those responsible for reporting are listed in descending order of availability:

1. Susan Hogeland
2. Shelly Rodrigues

- 3. Leah Newkirk
- 4. Sophia Henry

In order to minimize the damage or danger from a fire or other emergency, this office has determined that certain critical operations should be shut down immediately. The following personnel are responsible for shutting down the listed critical operations:

Name of Personnel	Critical Operations (s)
Shelly Rodrigues Cody Mitcheltree	CAFP server, phone system and copier
Susan Hogeland Jane Cho	HVAC systems on both floors

Further Information

Any suggestions, comments, or questions for improvement of this plan should be directed to the following individual:

Susan Hogeland, CAE, Executive Vice President, 415-345-8667 or 415-819-3856.

This template was prepared by the Office of Compliance. Please contact the Office of Compliance at 202-724-9250 if you have questions about preparing an emergency action plan. The Office of Compliance advances safety, health, and workplace rights in the U.S. Congress and the Legislative Branch. Established as an independent agency by the Congressional Accountability Act of 1995, the Office educates employees and employing offices about their rights and responsibilities under the Act, provides an impartial dispute resolution process, and investigates and remedies violations of the Act.

Emergency Phone Tree

In the event that an emergency or catastrophe arises outside of working hours, CAFP staff must be informed about whether it is safe to come to work or not. To accomplish that, we are establishing a telephone calling tree, e.g., the first one on the list calls the two employees assigned to him/her, the next two call two more employees each, etc., until all employees have been alerted.

Susan Hogeland or Shelly Rodrigues or Leah Newkirk may initiate this calling tree, depending on who is in town.

Initiator:
 Susan Hogeland, CAE
 14 Grandview Terrace
 San Francisco, CA 94114
 H: (415) 355-1152
 C: (415) 819-3856

Calls:

Shelly B Rodrigues, CAE
1433 Page Street
San Francisco 94117
H: (415) 558-8441
C: (415) 713-8441

Kelly Goodpaster
1696 Kentfield Avenue
Redwood City, CA 94061
C: (559) 906-5532

Leah Newkirk, JD
62 Sussex
San Francisco 94131
(646) 610-0675

Who call:

Callie Langton (LN)
2155 Shetland Street
Livermore, CA 94551
(925) 454-0920

Jane Cho (LN)
1665 Golden Gate
San Francisco, CA 94115
(415) 823-3859

Larry Campbell (KG)
1881 Green Hill Road
Sebastopol, CA 95472
(707) 829-5053

Communications (Shelly)

Cynthia Kear (Shelly)
134 Everson St.
San Francisco, CA 94131
H: (415) 586-8660
C: (415) 596-5327

Sophia Henry (KG)
2015 Sacramento St. #302
SF, CA 94109
H: (415) 656-6352

Who call:

Adam Francis (SoH)
609 Arguello Blvd. #4
San Francisco, CA 94118
C: (510) 225-5997

Cody Mitcheltree (CL)
2120 Clement Street, Apt. 16
San Francisco, CA 94121
H: (415) 531-3861
C: (714) 310-6020

Jerri Davis (CK)
2902 Alder Point Drive Road
Roseville, CA 95661-5180
(925) 819-1041

Allison Bauer (SOH)
920 East 20th Street #5
Oakland, CA 94606
(608) 469-3489