Hoopa Valley Tribe
Insurance Department ~ Tribal Safety Office

Workplace Emergency Action Plan

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Workplace Emergency Action Plan

This plan was developed for the Hoopa Valley Tribe (HVT) and their employees by the Hoopa Valley Tribal Safety Office (TSO) of the Hoopa Tribal Insurance Department. The following information is intended to establish an immediate course of action for all employees to understand and implement in the event that a workplace emergency may occur on the Hoopa Valley Indian Reservation (HVIR).

I. POLICY [29 CFR 1910.38(a)]

It is the policy of the Hoopa Valley Tribe to take every possible action to comply with all emergency regulations established by the Hoopa Valley Tribe and protect employees in emergency situations. This Workplace Emergency Action Plan (WEAP) serves as a guiding document for ***immediate*** response procedures to the various types of emergencies that an employee of the HVT may face. This plan will augment the Tribes Emergency Operations Plan (EOP), which is the guiding document for mitigating emergencies and disasters by establishing a framework for coordinating and planning responses to an incident.

II. EMERGENCY ACTION PLAN COORDINATOR (SAFETY OFFICER)

Upon approval and adoption of the WEAP by the Hoopa Valley Tribal Council, the Safety Officer for the HVT (WEAP Coordinator) is responsible for the following:

- Making sure this WEAP is kept up to date by performing quarterly reviews
- Conduct annual mock exercises to ensure that departments are properly prepared to respond to an emergency
- Ensure that all departments have a copy of the WEAP posted in the workplace
- Providing any necessary training or emergency response documentation to employees of the HVT
- Follow up with department managers/directors to ensure they are providing ***all*** new employees this plan.

The WEAP Coordinator can be reached at the Hoopa Valley Insurance Department located at 103 Willow Street, Suite B in Hoopa, California. The office phone number is 530.625.9200, and the emergency mobile phone number is 707.499.0781. If the Safety Officer is not available, then the Insurance Risk Manager will fulfill these requirements at the same contact except the emergency mobile phone number is (707) 499.1294.

III. REPORTING PROCEDURES [29 CFR 1910.38(c)(1)]

The following table lists many of the types of emergencies that could occur at your workplace and how employees should report them. In almost every instance, an employee will be required to call 911, which is the external emergency responder used for help in emergencies. In most instances, the Humboldt County 911 will call and dispatch our local resources from Tribal Police, and K'ima:w Medical Center.

Type of Emergency	How to Report
Fire	Call **911**, sound fire alarm, intercom employees to evacuate if possible, otherwise orally communicates to all staff to evacuate. Gather and account for all employees.
Explosion	Calls **911**, sound fire alarm, evacuate all possible staff through the evacuation routes that are unblocked and the structure is secure.
Weather	Severe weather emergencies will be coordinated by the Local Emergency Planning Commission (LEPC) as they can usually be planned for and generally follow the Hoopa Tribe's EOP and/or MHMP.
Earthquake	Minor tremors need not be reported, however, when structural damage occurs or if anyone is injured, call **911** immediately. Evacuate *ONLY* if the structure is safe and stable.
Bomb Threat	Call **911**, do *NOT* sound any alarms, evacuate the building as well as any adjacent buildings, gather and account for all employees, and keep in communication with emergency response.
Floods	Major Floods will be coordinated by the LEPC as they can usually be planned for and generally follow the Hoopa Tribe's EOP and/or Multi-Hazard Mitigation Plan (MHMP).
Chemical Spill/Leak	Call **911**, and/or local Haz-Mat for large spills or gas leaks, evacuate all employees and warn adjacent buildings as well. For small spills that only require Class C Response Suits, you may contact Tribal Environmental Protection Agency (TEPA).
Violence	Call **911**, keep all employees calm and provide care for any victims until Emergency Response arrives. Anyone who has been trained for "Violence in the Workplace" can utilize techniques learned from their training to subdue the situation.
Medical	Call **911**, conduct First Aid & CPR if properly trained, and keep in communication with Emergency Response. Always be aware of Blood-Borne Pathogens and utilize training techniques if properly trained.
Terrorism	Acts of Terrorism fall under specific guidelines depending on the threat. They range from domestic threats to international conspiracies. In order to properly deal with an act of terrorism, we must determine the level of the threat. If the act is local and only requires Police action, call **911**, for all other threats; refer to the Tribe's LEPC.
Other (list)	Call **911** and follow procedures. If an emergency falls under the jurisdiction of the LEPC, then contact the Tribal Safety Office (TSO) and the Office of Emergency Services (OES)

It is very important that during and after any emergency situation, that all employees attempt to remain calm and work toward keeping every employee safe and free from harm. It is also critical that employees remain in the pre-determined gathering location documented in the Evacuation Plan until all witnesses, victims, or employees with knowledge of the event are interviewed by Emergency Response Personnel.

This table of Reporting Procedures will be posted along with the Evacuation Plan, the Fire Prevention Plan and this WEAP next to the main entryways of every building in the Tribe. Each employee must be familiar with the all the material in these plans and be ultimately responsible for ensuring they know how to respond to any emergency.

IV. EVACUATION PROCEDURES [29 CFR 1910.38(c)(2)]

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area and are generally located next to each exit route or fire extinguisher. All employees must be trained by a supervisor or safety officer in the correct procedures to follow in the event of an emergency, as well as how to properly evacuate and regroup at a pre-determined gathering location. It is the responsibility of each department manager/director to ensure that all new employees understand the following plans when assigned to any work area: Fire Prevention Plan (FPP), Workplace Emergency Action Plan (WEAP), Departmental Evacuation Plan, and OES NIMS/ICS Training Compliance Plans. Evacuation Plans will include some sort of structural overview with all exit routes and fire extinguishers clearly marked, along with the escape route assignments for each work area, and finally a marked gathering area outside the building, all on a sheet of paper which can be laminated and posted throughout the building.

B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate [29 CFR 1910.38(c)(3)]

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control. Not all departments will have this table filled out, however if a department requires emergency shut-downs of critical equipment they must be listed below.

The following lists these employees and their duties:

Name	Title	Work Area	Special Assignment

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Tribal Safety Officer's Office.

C. Employee Accountability Procedures after Evacuations [29 CFR 1910.38(c)(4)]

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated gathering area and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Department Manager/Director or designated Person in Charge. A summary of the evacuation gathering areas and supervisor counting and reporting responsibilities are included in this plan.

D. Alarm System

Each department will have their own alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The following alarms are used for different actions and are distinctive in sound and action. Departments with 10 or fewer employees are allowed to directly communicate an emergency with all employees rather than having an alarm system in place.

The three types of Evacuations and associated alarm systems for notifying all employees in case of an emergency are:

Action to be taken	Alarm system
Fire Emergency, Explosion (Immediate Evacuation)	Set Fire Alarms, as well as Intercom all Employees to evacuate.
Bomb, Terrorist Threat (Silent Evacuation)	Do not set alarms, however Intercom or directly communicate with employees to evacuate.
Floods, Severe Weather (Planned Evacuation)	These types of emergencies can be planned for and will be handled by the LEPC, therefore any evacuations will be communicated prior to the emergency.

E. Training

The Tribal Safety Office and other entities within the Hoopa Valley Tribe offer a multitude of trainings for employees to respond to and evaluate various emergencies and workplace hazards. A list of personnel that have been trained to assist in emergency evacuation or other trainings that will assist in various emergency situations will be kept on file at the Tribal Safety Office at Tribal Insurance. Trainings will be effective for certain timeframes and need to be renewed at the effective renewal dates if not annually. Training for the Workplace Emergency Action Plan, Fire Prevention Plan and Evacuation Plan should be given annually to all employees, to new employees, when an employees responsibilities change, when an employee is transferred, or whenever this plan is originally adopted. When a department has 10 or less employees, these plans can be communicated orally, otherwise all employees must sign a form (see attached) that they have read and understand the plans [29 CFR 1910.38(b)].. These forms will be kept in their personnel files as well as on file at the Tribal Safety Office located at Tribal Insurance.

V. FIRE EXTINGUISHERS

Only employees that have been trained in the proper use, identification and techniques of a fire extinguisher are expected to use a fire extinguisher prior to evacuating. In most cases employees are at less risk if they do not use fire extinguishers. If possible however, many fires can be extinguished if caught early enough and properly attacked. The number one goal during any emergency is to protect human health and well-being, so if fire suppression cannot be accomplished without jeopardizing this, then employees must demonstrate better judgment by evacuating.

VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. This accounting process may be handled by the manager/director of a department or be delegated to a designated Safety Officer for that department. Whoever is in charge of the accounting of employees must have knowledge of who is in the office at all times, meaning if any employee is absent from work or on a break at the time, this individual must have knowledge of this. In any instance the following procedures apply:

1. Gathering areas have been established for all evacuation routes and procedures. These areas are designated on each posted Evacuation Plan.
2. All employees must report to their designated gathering areas immediately following an evacuation so that they may be accounted for.
3. Each employee is responsible for reporting to his or her supervisor, or designated accounting person so that an accurate head count can be made. Names will be checked off for all those who report any employee not checked off and was reported to be in the building at the time of the emergency will be designated as missing to the Emergency Responders as well as the Tribal Safety Officer.
4. The Safety Officer for the Hoopa Valley Tribe is located at the Tribal Insurance Department at 103 Willow Street, Suite B in Hoopa, California 95546. Daytime phone contact is (530) 625.9200, while the emergency mobile phone number is (707) 499.0781. The Tribal Safety Officer will be the main point of contact for the Hoopa Tribe following 911 and/or emergency services, and will assist in locating any missing personnel in an emergency situation. If the Safety Officer is not available, then the Insurance Risk Manager will fulfill these requirements and the emergency mobile phone number is (707) 499.1294.

VII. RESCUE AND MEDICAL DUTIES [29 CFR 1910.38(c)(5)]

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. In most cases, departments and entities will rely on our local resources such as K'ima:w Medical Center or Volunteer Fire and Tribal Police Departments to provide rescue and medical services. These resources are listed under the contacts section. If individual employees have been trained to conduct emergency duties, they are included in the following list along with the names and dates of training they have received.

Employee Name	Training Dates	Training Completed

VII. EMPLOYEE TRAINING

The commitment and buy-in from all levels of a department are critical in ensuring overall workplace safety especially from the upper management level. If workplace safety is emphasized and safety training is afforded to all employees, it has been proven that a workplace will have less injuries and lost work time as a result. It is the goal of the Hoopa Tribal Safety Office to establish safety in the workplace as an attitude rather than a set of requirements that employees must adhere to.

The Tribal Safety Office and other entities within the Hoopa Valley Tribe offer a multitude of trainings for employees to respond to and evaluate various emergencies and workplace hazards. TSO offers over 65+ trainings by itself, and will train entire departments, or individual supervisors depending on how in in-depth a department wishes to go. Some trainings are one-time trainings that do not need refresher courses or to be renewed, but most trainings offered need to be renewed annually. Training or reviews for the Emergency Action Plan, Fire Prevention Plan and Evacuation Plan should be given annually to all employees, to any new employees, to an employee who's title or responsibilities have changed, to an employee who has been transferred, and to all employees whenever this plan is originally adopted.

When a department has 10 or less employees, these plans can be communicated orally, otherwise all employees must sign a form (see attached) that they have read and understand the plans. These forms will be kept in their personnel files as well as on file at the Tribal Safety Office located at Tribal Insurance.

VIII. CONTACTS [29 CFR 1910.38(c)(6)]

For more information about this plan, contact the Safety Officer for the Hoopa Valley Tribe. Always call 911 in the event of any emergency as they will transfer you to the local emergency response personnel locally including K'ima:w Medical Center, Volunteer Fire Department, and the Tribal Police Department. These contacts are listed below as well as other point of contacts for any emergency.

1. **Hoopa Tribal Safety Office (TSO):** Pliny McCovey Jr., Safety Officer (530) 625.9200 x15 (Work Hours), (707) 499.0781 (Anytime). *Alternate Contact:* Elizabeth Turner, Insurance Risk Manager (530) 625.9200 x11 (Work), (707) 499.1294 (Anytime).
2. **Office of Emergency Services (OES):** Rod Mendes, Director (530) 625.5415 (Work), (707) 784.7870 (Anytime).
3. **Local Emergency Planning Commission (LEPC):** Members include OES, TSO, Tribal Planning & Grant Writer, Tribal Roads, TEPA, HVPUD, K'ima:w, and Fire.
4. **K'ima:w Medical Center (KMC):** (530) 625.4261 (Work) There is a doctor on call 24 hours a day through a paging system. Hoopa Ambulance is available anytime as long as there not already on call, (530) 625.4250.
5. **Tribal Police Department (HVTPD):** (530) 625.4615 or 625.4202 will get you a dispatcher anytime. There may not always be a Tribal Police Officer on duty, however they can contact Humboldt County PD (530) 625.4231 (Work) or (866) 688.6160 (Anytime) if necessary.
6. **Hoopa Volunteer Fire Department (HVFD):** (530) 625.1118 (Work) and (530) 625.4480 (Anytime)
7. **Hoopa Wildland Fire Department (HWFD):** (530) 625.4220 or 625.4366 (Work) and (530) 625.4180 (Anytime)
8. **Tribal Environmental Protection Agency (TEPA):** (530) 625.5515 (Work)
9. **Hoopa Tribal Roads Department (HTRD):** (530) 625.4017 (Work)
10. **Humboldt County Haz-Mat Response Team:** (707) 445.6215 (Work)
11. **Hoopa Valley Public Utilities District (HVPUD):** (530)625.4543 or 625.4544 (Work), while the Water Treatment Facility number is (530) 625.1602 (Work)
12. **Humboldt County Department of Health and Human Services:** Administration (707) 441.5400 (Work), Environmental Health (800) 963.9241, or Hoopa Human Services (530) 625.4236 or 625.4555 (Work).