



California
Center for the
Arts, Escondido

Injury & Illness Prevention Program (IIPP) and Emergency Action Plan

**California Center for the Arts, Escondido
340 N. Escondido Blvd. Escondido, CA 92025**

Effective: April 2016

TABLE OF CONTENTS

	Page No.
1.0 Introduction	3
1.1 Safety Policy	4
2.0 Safety Team	5
3.0 Responsibilities	6
3.1 Program Administrators	6
3.2 Supervisors	6
3.3 Safety Team Members	6 – 7
3.4 Employees	7
4.0 Procedures	7
4.1 Safety Training	7 – 8
4.2 Recordkeeping	8
4.3 Safety Communication	8
4.4 Accident Investigation and Report	9 – 10
4.5 Disciplinary Procedures	10
5.0 Emergency Action Plan	10 – 11
5.1 Fire Procedures	11
5.2 Earthquake Procedures	12
5.3 Bomb Threat Procedures	13
5.4 Evacuation Procedures	13 – 18
5.5 Workplace Security and Violence Prevention	18 – 19
5.6 Active Shooter Protocol	20
6.0 Hazard Communication Program	20 – 21
6.1 Responsibilities	21 – 22
6.2 Chemical Inventory List	22
6.3 Labels & other Forms of Warning	22 – 23
6.4 Safety Data Sheets	23
6.5 Employee Information & Training	23 – 24
6.6 Non-Routine Tasks	24
6.7 Recordkeeping	24
7.0 Safety Inspections	24
7.1 Hazard Assessment & Control	24 – 25
8.0 Heat Illness Prevention Plan	25
8.1 Overview	25
8.2 Plan Administrators	25
8.3 Scope	25
8.4 Policy	26
8.5 Water	26
8.6 Procedures for Monitoring the Weather	26
8.7 Shade	26 – 27
8.8 High Heat Procedures	27
8.9 Training	28
8.10 Emergency Response Procedures	28 – 29
8.11 Acclimatization	29
8.12 Heat Illness Prevention Plan Audit	29 - 30
Attachment A – IIPP Summary	31
Attachment B – Bomb Threat Checklist	32
Attachment C – Safety Inspection Checklist	33 – 34
Attachment D – Chemical Inventory Form	35

INJURY AND ILLNESS PREVENTION PROGRAM

1.0 INTRODUCTION

The California Center for the Arts, Escondido (CCAЕ) is firmly committed to providing a workplace that is safe for all of its employees and guests. It is the intention of CCAЕ's executive management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Program Administrators have primary responsibility for providing a safe working and learning environment, and are accountable for compliance with applicable health and safety requirements. All supervisory employees, from senior managers to first line supervisors share responsibility for ensuring the safety of all employees.

Every employee is expected to work safely, adhere to the safety requirements, and immediately report accidents and potential workplace hazards to their supervisors or the Safety Team.

Thank you for your cooperation in helping us maintain a safe working environment for all.

Best Regards,



Jerry Van Leeuwen
Executive Director

1.1 Safety Policy

Every employee is responsible for safety. To achieve our goal of providing a completely safe workplace, everyone must be safety-conscious. Employees should report any unsafe condition to a supervisor immediately. The Center will attempt to remedy problems as quickly as possible.

Safety can only be achieved through teamwork. Each employee and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

You can do your part to create a safe workplace for all employees and customers by following these general safety practices:

- Make safety a priority while at work.
- Report all hazardous conditions to your manager immediately.
- Avoid lifting, pushing or carrying an object that is too heavy. Get help to move a heavy object or use a hand-truck.
- Use a ladder or step-stool when reaching for overhead objects.
- Wear shoes at all times.
- Do not physically assist with outside contractors or delivery companies.
- When using a sharp instrument or tool to cut (such as a knife or box cutter), select the correct tool for the job, stay focused on the task and cut away from yourself and others.

It is imperative that you know and follow these general safety practices. Failure to observe these practices may result in injury to yourself and/or others.

Reporting Incidents and Injuries in the Workplace

In case of an accident involving a personal injury, regardless of how serious, employees should notify their supervisor immediately. If an employee is injured on the job, in many cases, he or she will be entitled to workers' compensation benefits. The Center carries workers' compensation insurance and will assist employees to obtain the benefits to which they are legally entitled.

In the event of an injury:

- Get immediate first-aid or medical treatment if needed. Save any and all documentation related to injury.
- Fill out all necessary reports truthfully and accurately with specific dates, times, names, locations and descriptions whenever possible.
- Follow doctor's orders.

Falsifying reports, information, written documentation and oral accounts of personal work related injuries or work related injuries of other employees, or customers may be punishable by law and may result in disciplinary action, up to and including termination.

2.0 SAFETY TEAM

CCAIE has established a safety team to assure that its IIPP is implemented. The organization accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions. The Safety Team is comprised by the Safety Officer and 10 members, 1-2 representatives from each office/department and others as designated. The team will meet on a bi-monthly basis or as necessary, and review the following:

1. Unfinished business of the previous meeting.
2. Annual office inspection reports.
3. Discussion of accidents, corrective action taken and accident trends.
4. New recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.)

All meetings will be documented and records maintained by the Program Administrators: Dominick Reinhart, Safety Officer and Vanessa Garcia, Human Resources.

The following individuals are responsible for implementing the IIPP for CCAIE.

Name & Department	Title	Assigned Location
Dominick Reinhart Security	Safety Supervisor, Program Administrator	CH and CT. Security Team on-call to assist
Vanessa Garcia Administration	Program Administrator	CH and other offices as needed
Michael Wright IT	Safety Team Member	CH and other offices as needed
Judy Godoy Administration	Safety Team Member	Administration and other offices as needed
Brandon Baez Philanthropy	Safety Team Member	Administration and other offices as needed
Patrick Nuzum Marketing	Safety Team Member	Administration and other offices as needed
Jose Sanchez Banquets	Safety Team Member	Conference Center and Kitchen
Eric Ybarra Culinary	Safety Team Member	Kitchen and Conference Center
Monica Paniagua Sales & Conference Center	Safety Team Member	CT and Conference Center
Vickie Johnson Sales & Conference Center	Safety Team Member	CT and Conference Center
Beth Marino Museum & Education	Safety Team Member	Museum, Education offices and studios
Mikee Ferran Museum & Education	Safety Team Member	Museum, Education offices, and studios
Laurissa Rudgers Museum & Education	Safety Team Member	Museum, Education offices, and studios
Carlos Crespo Performing Arts & Front of House	Safety Team Member	Performing Arts and CT or CH
Jason Danio or Nancy Harper Ticket Office	Safety Team Member	Ticket office, CH or CT
Rob Collier Tech	Safety Team Member	CH

Matthew Jenkins Tech	Safety Team Member	CT and CC
Ernie Valverde Facilities	Safety Team Member	CH, Museum and Studios

3.0 RESPONSIBILITES

3.1 Program Administrators

The Site Administrators have overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements. Specifically, the Site Administrators are responsible for:

- Implementing an Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, and Section 3203.
- Posting the IIPP Summary (Attachment A).
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate.
- Establishing a Safety Team and designating a Safety Officer to carry out the responsibilities.
- Informing employees on procedures for reporting workplace hazards and safety concerns.
- Instructing employees on procedures for reporting accidents, injuries, and workers' compensation claims.
- Continuing contact with injured employees.
- Reporting serious workplace injuries to Cal/OSHA.

3.2 Supervisors

The Management Team and all Supervisors are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- Familiarize themselves with the safety program and ensure its effective implementation.
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
- Maintain employee safety records.
- Provide safety training to employees prior to assignment of duties.
- Provide necessary personal protective equipment, and instructions for use and care.
- Correct unsafe and unhealthy work practices in a timely manner.
- Enforce all company safety rules.
- Report all injuries to Security as soon as possible.
- Investigate injuries to determine cause, complete the incident report, and then, working with the Safety Officer, take action to prevent repetition.
- Inspect work areas quarterly or as needed to detect unsafe conditions and work practices. See Safety Officer for a copy of the Safety Inspection Checklist.
- Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

3.3 Safety Team Members

The Safety Team is responsible for reviewing accident reports, regulatory notices, and workplace safety concerns. Other responsibilities include:

- Familiarize themselves with the safety program and ensure its effective implementation.
- Make recommendations to the Program Administrators on necessary corrective action.
- Correct unsafe and unhealthy work practices in a timely manner.
- Actively participate in safety team meetings as required.
- Enforce all company safety rules.
- Report all injuries to Security as soon as possible.
- Investigate injuries to determine cause, complete the incident report, and then, working with the Safety Officer, take action to prevent repetition.
- Inspect work areas quarterly or as needed to detect unsafe conditions and work practices. See Safety Officer for a copy of the Safety Inspection Checklist.

3.4 Employees

Employees are responsible for following safe work practices and procedures as referenced in this document. Other responsibilities include:

- Adhere to all safety rules and regulations.
- Wear appropriate attire and safety equipment as required and instructed by their supervisor.
- Maintain a safe work area.
- Report all injuries immediately to Security and your supervisor.
- Encourage co-workers to work safely.
- Report unsafe acts and conditions to your supervisor or Human Resources.
- All employees are responsible for total and genuine cooperation of all aspects of the safety and health program including compliance with all rules and regulations and for continuously practicing safety while performing their duties.
- All employees using motor vehicles for company business or on company time are expected to drive in a safe manner that will safeguard their lives, their passengers and other drivers. They must also comply with all applicable laws and regulations, including driving with a valid driver's license, required car insurance and registration.

4.0 PROCEDURES

4.1 Safety Training

The goal of our safety training program is to develop safe work habits and attitudes, and to orient all employees to our safety program.

- The Program Administrators will ensure that all supervisors receive appropriate health and safety training. At a minimum, the training should include CCAE's Safety Policies and Procedures, specific requirements of the IIPP, and other training as needed.

- The Program Administrators with the support of the Safety Team will coordinate safety and awareness training as necessary to include biannual fire drills and other required safety training as needed.
- Supervisors will be responsible for training their employees on CCAE's policies and procedures, specific requirement of the IIPP, and training with respect to hazards unique to the employee's job assignment.
- Supervisors will ensure that employee training is documented using the Safety Training Sign-In Sheet. This form can be found in CCAE's Public Drive <S:\Public\Human Resources\Safety and Workers Compensation\Safety Training Sign In Sheet.pdf>
- It is also the responsibility of all supervisors and department managers to schedule and conduct regular safety training meetings for their employees.
- Supervisors will ensure appropriate retraining of employees with new job assignments or, whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new potential hazard.
- Human Resources will ensure that all new hires receive a copy and training of CCAE's Injury and Illness Prevention Program and Emergency Action Plan during the new hire's orientation.

4.2 Recordkeeping

The Program Administrators (Dominick Reinhart and Vanessa Garcia) will ensure retention of the following documents at the facility for at least five years:

- safety inspection reports
- regulatory citations and Corrective Action Notices;
- Safety Team meeting agenda and notes;
- Current year Cal/OSHA Form 300A "Summary of Occupational Injuries and Illnesses"
- Employee accident investigation reports;
- Workers' compensation claims; and employee training records.

4.3 Safety Communication

- The Safety Team meets regularly on a bimonthly basis or as needed.
- The Program Administrators will ensure the IIPP is accessible to all employees, and new employees are oriented on the contents of the IIPP. This orientation should be provided within 30 days of employment. The new hire will be given a copy of the IIPP and will be required to sign an Acknowledgement of Receipt.
- The Program Administrators will disseminate safety-related Bulletins, Reference Guides, safety tips and other documents to employees, as appropriate. This information may be disseminated during staff meetings, via email, posters, and newsletters or posted on bulletin boards.
- The Program Administrators will encourage employees to inform their managers and supervisors of potential workplace hazards. The Program Administrators will inform all employees on the procedures for reporting potential hazards as indicated in Safety Policy, and such reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to the Office of Environmental Health and Safety.

4.4 Accident Investigation and Report

It is the policy of CCAE to carry out a thorough program for accident investigations. Supervisors with the help of Security will be primarily responsible for completing an investigation of all accidents in their work areas. Accidents involving fire, death, serious injury or extensive property damage will also be investigated by Security and Human Resources.

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.

When an employee is injured at work, Security and/or the Supervisor are responsible for taking immediate action which may include: first aid, obtaining medical attention as soon as possible, and protecting other employees. Security, Human Resources, and the Supervisor must then begin to investigate the circumstances of the accident once the situation has been resolved. The following procedures have been found to be effective when investigating accidents:

- **GO** to the scene of the accident at once.
- **TALK** with the injured person, if possible. Identify and talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- **LISTEN** for clues in the conversations around you. Unsolicited comments often have merit.
- **ENCOURAGE** people to give their ideas for preventing a similar accident.
- **STUDY** possible causes - unsafe conditions, unsafe practices.
- **CONFER** with interested persons about possible solutions.
- **WRITE** your accident report giving a complete, accurate account of the accident. Completed report should be provided to Safety Officer and report records maintained in Injury Reports binder.
- **FOLLOW-UP** to make sure conditions are corrected. If conditions cannot be corrected immediately, report this to Safety Officer.
- **PUBLICIZE** corrective action taken so that all may benefit from the experience.

In order for the accident investigation report to be effective, it should contain as a minimum a detailed answer to the following questions:

- **What Was The Employee Doing?** - Explain in detail the activity of the employee at the time of the accident.
- **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.
- **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.
- **What Can Be Done to Prevent a Similar Accident?** - Indicate corrective action to prevent recurrence.

4.5 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.
2. Written warning – outlining nature of offense and necessary corrective action.
3. Suspension – the third step.
4. Termination – if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

All disciplinary action must be documented in the employee's personnel file.

5.0 EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures have been developed and should be mastered to assure the well-being of our personnel.

The following pages detail the organizational structure of our plan and outlines procedures to be taken in the event of fire, earthquake, bomb threat, workplace violence, or other types of emergency.

General Information

Security, Human Resources, the Executive Management Team and with the help of the Safety Team will:

1. Make certain the Program is familiar to all personnel and all new employees.
2. Assure that the Center is equipped with first aid kits. Security should inspect all first aid kits to ensure we have enough supply.
3. Arrange and execute fire drills within the facility.
4. 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.
5. Report and correct any deficiencies noted during the fire drill.
6. Maintain a file of Safety Team meetings and activities.

5.1 Fire Procedures

The person who discovers the fire:

1. Activates the nearest fire alarm pull station.
2. Dial 911 immediately.
3. Inform the fire department dispatcher that you are calling to report a fire. Tell the fire department dispatcher:
 - Your name
 - Your company's name
 - Address
 - What is on fire
 - The location of fire
 - Your telephone number

Note: Upon arrival, the fire chief is in charge

4. Notify the Safety Team Member or Security in charge of every office who orders the office or floor to evacuate (time permitting).

For Concert Hall, Center Theater, Conference Center, Museum and Education, please refer to the Evacuation Procedures on page 17.

5. As each floor and office is evacuated, the Safety Team Member or Security makes sure all stairway doors are closed after the last person evacuates the floor.

6. At no time during the evacuation should any building occupant use an elevator.
7. The orderly phasing of floor clearance continues until all occupants are evacuated to the outside safety area, which is located at the Arrival Court by the flagpole.
8. If and when the “all clear” is announced, Security and the Safety Team Members lead the employees in an orderly fashion back to their workplaces. If available, elevators will be back in service.

5.2 Earthquake Procedures

During Earthquake:

All Employees:

1. Remain calm. Do not exit the building. Do not use the elevators. If you are in an elevator, exit as soon as possible.
2. Take cover under a desk or another sturdy object or against the wall in the core of the building. **Protect your head, DUCK, COVER and HOLD.**
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.

After Earthquake:

All Employees:

1. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Open doors carefully, watch for falling objects.
3. Wear shoes for protection from debris and broken glass.
4. Stay away from windows/glassed areas.
5. Cooperate with the public safety officials.
6. Be prepared for aftershocks.

Security and Safety Team Members:

7. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts. If you suspect a gas leak, DO NOT use matches or cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact engineering or security immediately.
8. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.
9. Refrain from spreading hearsay regarding the building condition, extent of damage and injuries. This may cause a panic.
10. Notify the management office or security of any damage to the building.

In the event of an emergency, call 911!

For Concert Hall, Center Theater, Conference Center, Museum and Education, please refer to the Evacuation Procedures on page 17.

5.3 Bomb Threat Procedures

If you receive a bomb threat over the telephone:

1. Call 911 and also report the incident to Security.
2. Inform the dispatcher that you have received a bomb threat. Tell the dispatcher:
 - ❖ Your name
 - ❖ The company's name
 - ❖ Address
 - ❖ Telephone number
 - ❖ Any information from your Bomb Threat Checklist
3. Listen for instructions.
4. Evacuate the building.

For Concert Hall, Center Theater, Conference Center, Museum and Education, please refer to the Evacuation Procedures on page 17.

5. If possible (time permitting), complete Attachment B “*Bomb Threat Checklist*” and turn it in to Security.
6. Wait for further instructions from the Police Department or Security.

5.4 Evacuation Procedures

If a Center building needs to be evacuated in an emergency situation, i.e.; Fire, Earthquake, Bomb Threat, etc., the evacuation order will be initiated when the alarm is activated or the order initiated over the public address system in the Concert Hall and Center Theater. Remaining calm and in control is the best insurance against “panic” and “mayhem”. If you panic and give the impression you don't know what to do, this will tend to cause complete disorder and chaos!

The following procedures are recommended to ensure safe and orderly evacuations:

Concert Hall:

During the regular working hours with **NO EVENT** taking place, the Administration office, Housekeeping, Technical and Engineering staff should exit to the ground floor through the closest and safest exit near their location at the time of the alarm/order to evacuate. During an emergency, **DO NOT USE THE ELEVATOR**. Once outside the building proceed to the Center's Arrival Court and assemble with the Safety Team Member in charge of your floor as instructed. The Safety Team Member will begin an immediate accounting of the second floor personnel, to ensure everyone is accounted for. The Safety Team Member will notify Security whether all personnel are accounted for.

If an event is taking place in the Concert Hall see Page 15 for evacuation procedures.

Center Theater:

During the regular working hours with **NO EVENT** taking place, first and second floors Center staff should exit to the ground floor through the closest and safest exit near their location at the time of the alarm/order to evacuate. During an emergency, **DO NOT USE THE ELEVATOR**. Once outside the building, proceed to the Center's Arrival Court and assemble with the assigned Safety Team Member as instructed. The floor leader will begin an immediate accounting of the second floor personnel to ensure everyone is accounted for. The Safety Team Member will notify Security whether all personnel are accounted for.

If an event is taking place in the Center Theater see page 17 for evacuation procedures.

Conference Center:

During the regular working hours with **NO EVENT** taking place, first and second floors Conference Center staff should exit to the ground floor through the closest and safest exit near their location at the time of the alarm/order to evacuate. During an emergency **DO NOT USE THE ELEVATOR**. Once outside the building, proceed to the Center's Arrival Court and assemble with the assigned Safety Team Member as instructed. The floor leader will begin an immediate accounting of the second floor personnel to ensure everyone is accounted for. The Safety Team Member will notify Security whether all personnel are accounted for.

**** If an event is taking place in the Conference Center and an evacuation is ordered, Banquet and Kitchen personnel will be assisting Patrons exit the Conference Center. The Banquet leader will notify Security, whether all staff/patrons are accounted for.**

Education Department:

During the regular working hours with **NO EVENT**, Center's Education staff should exit through the closest and safest exit near their location at the time of the alarm/order to evacuate. During an emergency, **DO NOT USE THE ELEVATOR**. Once outside the building, proceed to the Center's Arrival Court and assemble with the assigned Safety Team Member as instructed. The floor leader will begin an immediate accounting of the second floor personnel to ensure everyone is accounted for. The Safety Team Member will notify Security whether all personnel are accounted for.

**** If an event is taking place in the Studios and an alarm/evacuation is ordered, Education Department staff will be assisting Patrons exit the Studios. The Education Department leader will notify Security, whether all staff/patrons are accounted for.**

Museum:

During regular working hours, Museum personnel NOT engaged in assisting Patrons exit the Museum; will exit through the closest and safest exit near their location at the time of the alarm/order to evacuate. During an emergency, **DO NOT USE THE ELEVATOR**. Once outside the building, proceed to the Center's Arrival Court and assemble with the assigned Safety Team Member as instructed. The floor leader will begin an immediate accounting of the second floor personnel to ensure everyone is accounted for. The Safety Team Member will notify Security whether all personnel are accounted for.

**** If an event is taking place in the Museum and an evacuation is ordered, Museum staff will be assisting Patrons exit the Museum. The Museum leader will notify Security, whether all staff/patrons are accounted for.**

Front of House Evacuation Procedures during an Event

Concert Hall and Center Theater:

In the case of an emergency evacuation CCAE utilizes “Points of Rescue” to evacuate patrons needing assistance. The Points of Rescue on the Mezzanine and Balcony levels of both halls are exterior patios or landing and exterior hallways leading to exterior stairways. On the Orchestra and Parterre levels in the Concert Hall, patrons in need assistance will evacuate through the doors across from the Grand Staircase to the landing above the Lyric Court. In the Center Theater Orchestra level patrons may be evacuated through any lobby door. In every case a Head Usher will be assigned to stay with the patron until the order to re-enter the hall or Fire Department personnel have taken over the evacuation. Front of House (FOH) Staff will utilize two-way radios during all performances and are in contact with Security Personnel at all times in the case of an emergency. FOH Staff are directed to remain on Radio Channel 3 to insure open communication in the case of an emergency.

In the case of an event in the **Concert Hall** evacuation procedures are as follows:

FIRE IN THE LOBBY	
Orchestra/Parterre Level	Fire Doors will automatically close, sealing access to the lobby from the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible through the House Right and House Left Lower Orchestra emergency exits; then to the nearest point of egress such as the doors leading to Escondido Boulevard, the Lyric Court, and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.
Mezzanine Level	Fire Doors will automatically close, sealing access to the lobby from the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible through the House Right and House Left emergency exits; then to the nearest point of egress such as the exterior staircases leading to Escondido Boulevard, the Lyric Court, and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.
1st and 2nd Balcony Levels	Fire Doors will automatically close, sealing access to the lobby from the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible through the House Right and House Left emergency exits; then to the nearest point of egress such as the exterior staircases leading to Escondido Boulevard, the Lyric Court and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.

FIRE IN THE HOUSE/ON STAGE

If the fire occurs on stage the fire curtain will automatically drop to contain the fire on stage. FOH Staff are to follow normal evacuation procedures for a fire in the house.

Orchestra/Parterre Level	Fire Doors will automatically close, containing the fire in the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible to the nearest point of egress such as the emergency exits leading to Escondido Boulevard, the Lyric Court, and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.
Mezzanine Level:	Fire Doors will automatically close, containing the fire in the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible directing patrons through the House Right and House Left emergency exits; to the nearest point of egress such as the exterior staircases leading to Escondido Boulevard, the Lyric Court and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.
1st and 2nd Balcony Levels	Fire Doors will automatically close, containing the fire in the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible directing patrons through the House Right and House Left emergency exits; to the nearest point of egress such as the exterior staircases leading to Escondido Boulevard, the Lyric Court and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.

IN THE EVENT OF AN EARTHQUAKE

While the onset of an earthquake cannot be readily predicted FOH staff is advised to proceed with an emergency evacuation as follows:

- FOH Staff should begin evacuation procedures as soon as possible in order to avoid possible injuries should there be aftershocks.
 - Center Staff will notify all key personnel (including Head Ushers and Ushers) to prepare for evacuation procedures and will request an emergency personnel unit if necessary.
 - Senior Technical staff is directed to make an announcement to begin the evacuation procedures. The announcement will emphasize the need for a calm and orderly evacuation. The announcement will also instruct injured patrons to make their way to Emergency Response Personnel if possible, and if not to remain where they are and wait for help to arrive.
 - Head Ushers are to remain with patrons needing assistance to evacuate until Center Security or Emergency Personnel take over.
- Operations Department personnel will monitor the radio and keep all Center Staff abreast of all developments regarding campus and city-wide services.
- Center Staff will meet as soon as possible to determine the most hazardous areas and to take action to clear those areas.

In the case of an event in the **Center Theater** evacuation procedures are as follows:

FIRE IN THE LOBBY	
Orchestra Level	Fire Doors will automatically close, sealing access to the lobby from the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible directing patrons through the House Right and House Left Orchestra emergency exits; then to the nearest point of egress such as the doors leading to Escondido Boulevard and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff or Emergency personnel with the location of the patron in need of assistance.
Mezzanine Level	Fire Doors will automatically close, sealing access to the lobby from the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible directing patrons through the House Right and House Left emergency exits; then to the nearest point of egress such as the exterior staircases leading to Escondido Boulevard and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.
FIRE IN THE HOUSE/ON STAGE	
If the fire occurs on stage the fire curtain will automatically drop to contain the fire on stage. FOH Staff are to follow normal evacuation procedures for a fire in the house.	
Orchestra Level	Fire Doors will automatically close, containing the fire in the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible to the nearest point of egress such as the emergency exits leading to Escondido Boulevard and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.
Mezzanine Level	Fire Doors will automatically close, containing the fire in the house. FOH Staff are to direct the patrons out of the house as quickly and orderly as possible directing patrons through the House Right and House Left emergency exits; to the nearest point of egress such as the exterior staircases leading to Escondido Boulevard and the Great Green. Evacuate patrons requiring assistance to the nearest designated Point of Rescue, such as exterior patios or landings and exterior hallways leading to exterior stairways. FOH Staff will contact Operations Staff and/or Emergency personnel with the location of the patron in need of assistance.

IN THE EVENT OF AN EARTHQUAKE

While the onset of an earthquake cannot be readily predicted FOH staff is advised to proceed with an emergency evacuation as follows:

- FOH Staff should begin evacuation procedures as soon as possible in order to avoid possible injuries should there be aftershocks.
 - Center Staff will notify all key personnel (including Head Ushers and Ushers) to prepare for evacuation procedures and will request an emergency personnel unit if necessary.
 - Senior Technical staff is directed to make an announcement to begin the evacuation procedures. The announcement will emphasize the need for a calm and orderly evacuation. The announcement will also instruct injured patrons to make their way to Emergency Response Personnel if possible, and if not to remain where they are and wait for help to arrive.
 - Head Ushers are to remain with patrons needing assistance to evacuate until Center Security or Emergency Personnel take over.
- Operations Department personnel will monitor the radio and keep all Center Staff abreast of all developments regarding campus and city-wide services.
- Center Staff will meet as soon as possible to determine the most hazardous areas and to take action to clear those areas.

5.5 Workplace Security and Violence Prevention

The Center is firmly committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the Center has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, or while on Center-related business. This policy applies to all employees.

In order to achieve our goal of providing a workplace that is secure and free from violence, we must enlist the support of all employees. Compliance with this policy and the Center's commitment to a "zero tolerance" policy with respect to workplace violence is every employee's responsibility.

Employees are required to report any incident involving a threat of violence or act of violence by an employee, customer, vendor, or other member of the public immediately to their Supervisor and to Security. If reported to a supervisor, the supervisor must report the matter immediately to Security. Security and Management will investigate the matter and take appropriate corrective action. Employees are prohibited from bringing any item to work that may be construed as a weapon, with the exception of those items directly related to your job. Acts of violence by an employee may result in disciplinary action, up to and possibly including immediate termination. If employees become aware of any workplace security hazards or identify methods of increasing security in the workplace they should report that information to their Supervisor and Security. Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. They may do so without fear of retaliation of any kind.

Following these suggestions if confronted with a potentially violent situation may help to diffuse the situation:

- Project calmness, move and speak slowly, quietly and confidently.

- Maintain a relaxed yet attentive posture, position yourself at an angle rather than directly in front of the person, and try to put some space between yourself and the person.
- Acknowledge the person's feelings; indicate that you can see that s/he is upset.
- Move away from objects that could be used as weapons.
- Position yourself so you have access to an exit.
- Use delaying tactics which will give the person time to calm down or for you to plan an escape.
- Obey the person's orders when you are physically in danger.
- Do not attempt to disarm a person with a weapon.
- Do not touch an outraged person or try to force him or her to leave.
- Do not out-shout the other person or make any aggressive moves toward him or her.
- When possible, attempt to get away from the situation as quickly as possible!

Identifying violent situations and how to act

Instructions for All:

If you have concerns about a situation that may turn violent, alert your supervisor or Security immediately. The following are warning indicators of potential workplace violence:

- Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior.
- Numerous conflicts with customers, co-workers, or supervisors.
- Bringing a weapon to the workplace, making inappropriate references to guns, or making idle threats about using a weapon to harm someone.
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
- Direct or veiled threats of harm.
- Substance abuse.
- Extreme changes in normal behaviors.

It is very important to respond appropriately, i.e., not to overreact but not to ignore a situation. That may be difficult to determine. Supervisors should train by discussing situations with their staff in determining how best to handle the situation.

In the event of an emergency, call 911!

5.6 Active Shooter Protocol

In the event an active shooter is present on campus it is important to remain calm and leave the facility as quickly and safely as possible. If the shooter is spotted find the nearest office that can be locked and hide in the office until it is deemed safe by a uniformed officer or co-worker. Do not attempt to run in the line of site of the shooter. This will prevent the shooter from acquiring you as a target. Please follow these evacuation procedures if you are not in the line of site of the shooter otherwise stay hidden as stated above.

❖ Concert Hall:

Evacuate toward the parking lot across from Escondido Blvd (Movie Theater's parking lot)

❖ Center Theater:

Evacuate across Valley Parkway in the parking lot area (Maple Street Plaza parking lot)

❖ Conference Center:

Evacuate across Valley Parkway in the parking lot area (Maple Street Plaza parking lot)

❖ Museum/Studios:

Evacuate to the North Parking Lot near the Boys and Girls Club

Please look ahead of you to make sure these areas are safe and above all do not group up in these areas. It is important to remember that grouping in these areas can lead the shooter to target a larger group of people. Staying spread out makes it much more difficult for the shooter to acquire you as a target. If you are in an office hiding use any object to put between yourself and the door and under no circumstances open the door to peak out. This action could attract the attention of the shooter. A uniformed officer or co-worker will remove you from the office once it is deemed safe to do so.

6.0 HAZARD COMMUNICATION PROGRAM

The purpose of this plan is to establish a program and procedures for the safe use of hazardous chemical substances at CCAE.

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200 (General Industry) and 29 CFR 1926.59 (Construction Industry) call for the development of a hazard communication program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. In 2012, OSHA revised the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this program has been revised to comply with the requirements of the OSHA HCS 2012. The

written hazard communication program will include and address the following criteria in order to satisfy the minimum requirements of the OSHA HCS 2012:

- List of all hazardous chemicals known to be present in the workplace or individual work area
- Methods used to ensure that all containers, including pipes and holding tanks, are labeled, tagged or marked properly
- Methods used to obtain and maintain safety data sheets (SDSs)
- Methods used to provide employees with information and training on hazardous chemicals in their work areas
- Methods used to inform employees of the hazards of non-routine work practices
- Methods used to inform the employees of other employers of precautionary measures that need to be taken to protect themselves during the workplace's normal operating conditions and in foreseeable emergencies

The hazard communication program identifies the following:

- Key personnel responsible for the program
- Location of chemical inventory list and SDSs
- Workplace labeling system
- Good work practices and procedures to minimize exposures
- Training
- Procedures to maintain the program and update the required information
- How records will be maintained

6.1 Responsibilities

The Safety Officer, **Dominick Reinhart, Security Manager**, is responsible for administering the hazard communication program with the support of Human Resources.

This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals
- Maintaining a list of all hazardous chemicals and a master file of SDSs
- Ensuring that all containers are labeled, tagged or marked properly
- With the support of the department supervisors provide training for employees
- Maintaining training records
- Properly selecting and caring for personal protective equipment
- Directing the cleanup and disposal of any chemical
- Identifying hazardous chemicals used in non-routine tasks and assessing their risks
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements

The purchasing agents, **Ernie Valverde, Facilities Manager and Jose Sanchez, Banquet Manager**, are responsible for:

- Contacting chemical manufacturers and/or distributors to obtain SDSs and secondary labels for hazardous chemicals used or stored in the workplace

The Engineering and Facilities department is responsible for:

- Reviewing incoming hazardous chemicals to verify correct labeling

- Holding hazardous chemicals in the receiving area until receipt of the SDS for the product

Employees are responsible for the following aspects of the hazard communication program:

- Identifying hazards before starting a job
- Reading container labels and SDSs
- Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers
- Using controls and/or personal protective equipment provided by the company to minimize exposure
- Following company instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement
- Knowing and understanding the consequences associated with not following company policy concerning the safe handling and use of chemicals
- Participating in training

6.2 Chemical Inventory List

A list of hazardous chemicals used, produced and/or stored at CCAE will be kept and maintained by the Engineering and Facilities department.

This list will contain the product identifier that is referenced on the appropriate SDS, the location or work area where the chemical is used, and the personal protective equipment and precautions for each chemical product. This list will be updated annually and whenever a new chemical is introduced to the workplace. See Attachment D for the Chemical Inventory Form template. It can also be found in CCAE's Public Drive <S:\Public\Human Resources\Safety and Workers Compensation\Chemical Inventory Form.doc>

6.3 Labels and Other Forms of Warning

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party

CCAЕ will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Workplace labels or other forms of warning will be legible and displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

6.4 Safety Data Sheets (SDS)

An SDS will be obtained and maintained for each hazardous chemical in the workplace. SDSs for each hazardous chemical will be readily accessible during each work shift to employees when they are in their work areas. SDS will be kept in the SDS Binder; these binder(s) will be located next to the flammable cabinet(s) and will be kept and maintained by Ernie Valverde or Safety Officer, Dominick Reinhart.

SDSs will be obtained from the chemical manufacturer, importer or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDSs for chemicals or process streams produced by the company will be developed and provided by the safety coordinator. SDSs for new products or updated SDSs for existing products will be obtained by the purchasing agent and forwarded to the Safety Officer. The Safety Officer will then update the master file with new and/or updated SDSs.

6.5 Employee Information and Training

Employees included in the hazard communication program will receive the following information and training prior to exposure to hazardous chemicals and when new chemical hazards are introduced to their work area:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry)
- Operations in the work area where hazardous chemicals are present
- Location and availability of the hazard communication program, chemical inventory list and SDSs
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released
- Physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area
- Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used
- Explanation of the labels received on shipped containers
- Explanation of the workplace labeling system
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information

Note: Employers are required to update the hazard communication program and to provide any additional training for newly identified physical or health hazards no later than June 1, 2016.

6.6 Non-Routine Tasks

The Safety Officer and the immediate supervisor of an employee performing a nonroutine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the nonroutine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the nonroutine task will be performed.

6.7 Recordkeeping

Records pertaining to the hazard communication program will be maintained by the Safety Officer. The Safety Officer and Human Resources will keep the following records:

- Chemical inventory list
- Employee training records
- Warnings issued to employees for not following the hazard communication program

7.0 SAFETY INSPECTIONS

Office inspections help prevent injuries and illnesses. Through critical examination of the workplace, inspections identify and record hazards for corrective action.

The office inspection will be conducted by the Safety Officer with the help of the Safety Team. Office safety inspections will be done on an annual basis or as needed. The inspection checklist will be used to determine the areas that need attention or corrective action. The Safety Officer will assign a target date to correct any hazardous areas in the office and document completion of the corrective action. Inspections will be conducted twice per year. See Attachment C for Safety Inspection Checklist.

Types of hazards we should look for include:

- Safety hazards; e.g., unsafe workplace conditions, unsafe work practices
- Computer workstations hazards
- General safety and housekeeping hazards
- Fire hazards
- Electrical hazards

7.1 Hazard Assessment & Control

- The Program Administrators will ensure that safety inspections are conducted on a biannual basis or as often as necessary, and should use the Office Safety Inspection Checklist.
- The Program Administrators will ensure that all reported potential safety hazards are documented in a log for the purpose of facilitating necessary corrective action.

- If employees report a potential chemical, biological or physical exposure, the Program Administrators will assess the situation, and determine the need for outside assistance. As appropriate, the Program Administrators may request assistance from local police and fire at 760.839.4722.
- The Program Administrators will ensure that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment.
- In determining corrective actions, the Program Administrators or designee shall evaluate whether the identified hazard can be eliminated through workplace redesign (i.e., engineering controls) or product substitution. If it is not possible to eliminate the hazard, consideration should be given to reducing the exposure duration or rotating the work assignment among employees. The use of personal protective equipment to control the exposure should be considered as the last resort.

8.0 HEAT ILLNESS PREVENTION PLAN

8.1 Overview

This Heat Illness Prevention Plan (HIPP) applies to employees of California Center for the Arts, Escondido (**CCAЕ**), who work in outdoor areas of employment or on job tasks where the environmental risk factors for heat illness are present, and are at risk for developing heat illnesses if they do not protect themselves appropriately.

8.2 Plan Administrators

The following individuals are responsible for the implementation of this plan:

1. All Supervisors
2. Dominick Reinhart (Safety Officer and Security Manager) at (760)839-4130
3. Vanessa Garcia (Director of Human Resources) at (760)839-4160

8.3 Scope

CCAЕ's HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for, and auditing processes are incorporated to strengthen the plan's success.

8.4 Policy

It is the policy of CCAE that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this Heat Illness Prevention Plan will be made available at each job site.

8.5 Water

CCAIE will provide fresh, pure and suitable cool water, free of charge, as close as practicable to areas where employees are located; water fountains are located all throughout campus. To find the nearest one, please consult with your supervisor. Supervisors will visually examine the water to ensure purity and check that it is adequately cool by pouring some on their skin.

CCAIE encourages employees to drink water frequently and to report low water levels, as well as warm or dirty water containers, to supervisors.

8.6 Procedures for Monitoring the Weather

Supervisors will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet <http://www.nws.noaa.gov/> , by calling the National Weather Service at **(619)297-2107 (#1)**, or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advance weather monitoring will take place between the months of May and September; with additional advance monitoring conducted as needed during the remainder of the year.

In addition to advance weather monitoring, supervisors shall utilize one of the aforementioned weather services to review the day's forecasted temperature and humidity level prior to the start of work. Temperature and humidity levels will also be monitored on the work site throughout the day and compared to the National Weather Service Heat Index to evaluate the risk level for heat illness and determine when precautionary heat illness prevention measures should be taken. Temperature will be monitored by means of dry bulb thermometer in degrees Fahrenheit. Temperature measurements will be taken in work areas where shade is not present.

8.7 Shade

CCAIE will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time.

CCAIE will ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another. The shade shall be located as close as practicable to the work area. During meal periods, the amount of shade available shall be enough to accommodate the number of employees on meal break and those seeking cool-down rest periods.

CCAIE will encourage employees to take a preventive cool-down rest in the shade when they feel the need to protect themselves from overheating.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

CCAIE policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

8.8 High Heat Procedures

CCAIE will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

4. A supervisor, or a qualified designee, shall directly observe employees, for signs and symptoms of heat illness. Each supervisor, or qualified designee, shall be responsible for observing no more than 20 employees.
5. If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
6. Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
7. Other effective observation such as periodic checks.
8. Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
9. CCAIE will designate 1 or more employees to call for emergency medical procedures, and will allow any employees to call for emergency services when a designated person is not available.
10. CCAIE will closely supervise new employees for the first 14 days of employment, unless the new employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.

8.9 Training

CCAIE will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

- An explanation of the employer's responsibility to provide shade, water, cool-down rest periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
- Environmental and personal risk factors for heat illness.
- The signs and symptoms of heat illness.
- The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
- Importance of frequent consumption of water.
- Importance of acclimatization.
- CCAIE response plan to a case of possible heat illness.
- Supervisor and employee responsibilities.
- Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
- Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

8.10 Emergency Response Procedures

All supervisors and management personnel of CCAIE are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

- Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
- Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, CCAIE will develop alternative means of summoning emergency medical services.
- Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.

- Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
- Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and /or being provided with emergency medical service.
- If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
- In emergency events – clear and precise directions to work site will be provided to emergency responders.
- In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

8.11 Acclimatization

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- CCAE will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.
- CCAE will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

8.12 Heat Illness Prevention Plan Audit

CCAIE as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

- Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
- Ensuring sufficient shade is routinely made available.

- Verifying that the required supervisor and employee training has been completed.
- A review of the effectiveness of emergency response procedures.
- Ensuring that employees are acclimatized as required.
- Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

ATTACHMENT A



INJURY & ILLNESS PREVENTION PROGRAM SUMMARY

California Center for the Arts, Escondido

California Code of Regulations, Title 8, Section 3203, requires each employer to develop and implement an Injury & Illness Prevention Program (IIPP). The following is a summary of the IIPP for California Center for the Arts, Escondido.

Overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements are designated to

Program Administrators: Dominick Reinhart (Safety Officer) and Vanessa Garcia (Human Resources).

The Safety Team is responsible for assisting the Program Administrators by:

- Reviewing work-related injury and illness statistics;
- Making recommendations to the Site Administrator on necessary corrective actions;
- Conducting periodic site inspections;
- Conduct accident investigations and recommend corrective measures to prevent the recurrence of similar accidents; and
- Reviewing the IIPP and recommending necessary revisions.

To ensure employees comply with applicable standards, the IIPP includes:

- Training and recognition
- Disciplinary Action

To ensure communications between employees and supervisors, the IIPP requires that safety-related information is disseminated via bulletins, memorandums, emails or other pertinent documents.

These materials will be distributed in the following manner:

- posting on bulletin boards accessible to all employees; and
- Discussion at Safety Team meetings, staff development sessions and during new employee orientation.

Employees should report safety hazards through the following methods:

- Direct reporting of safety/health hazards to immediate supervisor;
- Presenting safety/health concerns at staff meetings;
- Informing Safety Team representatives of the hazard;
- Informing the Program Administrators through anonymous notifications;
- Submitting an "Employee Request for Correction of Safety Hazard Form."

Hazards will be assessed and corrected in the following manner:

- Safety Inspections will be conducted as often as necessary or at least twice a year.
- The Department Manager or designee will conduct a daily survey to identify and correct unsafe conditions.
- The Program Administrators will ensure that identified hazards are corrected in a timely manner.
- When imminent hazards are identified which cannot be immediately abated, engineering controls, administrative controls or appropriate PPE must be used.
- Temporary control measures such as barricading or tagging will be used to mitigate hazards that cannot be corrected immediately by on-site personnel.
- The Program Administrators or designee will ensure that all identified hazards have in fact been corrected.

Following an occupational injury or illness, the Program Administrators or designee will take the following steps:

- ensure injured personnel receive first aid or medical attention;
- take necessary actions to prevent recurrence;
- investigate the accident scene and interview victim and witnesses;
- complete the "Accident Investigation Report" form and submit to Security; and
- if medical treatment is required, complete the Workers' Compensation Claims Forms and refer the employee to the appropriate medical provider.

Employees will be trained in general safe work practices and will be provided specific instructions with respect to hazards unique to their job assignments. Training should include the following:

- New employee safety orientation
- Emergency procedures
- Hazard Communication

The Program Administrators will ensure retention of the following documents at the facility for at least 5 years:

- safety inspection reports;
- regulatory citations and Corrective Action Notices;
- Agendas/Notes from Safety Team Meetings;
- Cal/OSHA Form 300 "Summary of Occupational Injuries and Illnesses";
- accident investigation reports; and
- training records

For more information, employees should see their supervisor or may contact Dominick Reinhart at 760.839.4130, or Vanessa Garcia at 760.839.4160.

ATTACHMENT B

BOMB THREAT CHECKLIST	
Time and Date Reported:	How Reported:
Exact Words of Caller:	
Questions to Ask	
1. When is bomb going to explode?	2. Where is the bomb right now?
3. What does it look like?	4. What kind of bomb is it?
5. What will cause it to explode?	6. Did you place the bomb?
7. Why did you place the bomb?	8. Where are you calling from?
9. Where do you live?	10. Additional Information:
Description of Caller's Voice	
Male/Female Young: Accent:	Middle Age: Old:
Tone of Voice:	Is voice familiar?
If so, who did it sound like?	Other Voice Characteristics:
Background Noise:	Telephone number the call was received at:
Name, address and telephone number of recipient:	

ATTACHMENT C

SAFETY INSPECTION CHECKLIST

The following checklist can be used to identify and evaluate hazards in your workplace. This checklist covers a wide variety of workplace safety and health hazards. When evaluating your workplace use the sections of the checklist that apply to your workplace and work activities.

GENERAL WORK ENVIRONMENT	SATISFACTORY	NEEDS ATTENTION	CORRECTIVE ACTION REQUIRED	TARGET DATE FOR COMPLETION	DATE CORRECTED
Are all worksites clean and orderly?					
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?					
Are all spilled materials or liquids cleaned up immediately?					
Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?					
Are all work areas adequately illuminated?					
Are pits and floor openings covered or otherwise guarded?					
Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?					
File cabinets, storage cabinets, bookshelves, etc. over 5 ft. in height are properly anchored					
Desk and file drawers are closed immediately after use					
Aisles, walkways, and work areas are free of trip and fall hazards (i.e. torn carpets, turned up edges of doors mats, boxes etc.)					
Storage and equipment rooms are neat and orderly					
Work and storage areas are free of improper storage (e.g., heavy, high and/or unstable storage)					
Step stools or ladders are readily available for reaching high places. Do ladders have safety feet?					
The tension on the paper cutter blade is adjustable to prevent the blade from free falling					
ELECTRICAL	SATISFACTORY	NEEDS ATTENTION	CORRECTIVE ACTION REQUIRED	TARGET DATE FOR COMPLETION	DATE CORRECTED
Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards					
A maximum of one power strip per electrical receptacle is used					
Is faulty or broken equipment removed from service?					
Portable electrical heaters are not allowed in the workplace and must be removed					

MACHINE GUARDING AND MECHANICAL SAFETY	SATISFACTORY	NEEDS ATTENTION	CORRECTIVE ACTION REQUIRED	TARGET DATE FOR COMPLETION	DATE CORRECTED
Are machines securely attached to the floor?					
Do machines have guards on them?					
Do employees know how to turn off machines in an emergency?					
Have employees been trained in how to work safely around machines?					
Are emergency cut-off switches easily located and identified, and do employees know where they are?					
CHEMICAL HAZARDS	SATISFACTORY	NEEDS ATTENTION	CORRECTIVE ACTION REQUIRED	TARGET DATE FOR COMPLETION	DATE CORRECTED
Are chemicals (including pesticides, solvents, and cleaning products) properly labeled and stored?					
Are flammable and combustible liquids inside the buildings stored in flammable liquids cabinets?					
Has an inventory been done of toxic substances used in the workplace?					
Have Safety Data Sheets (SDS) been obtained for all chemicals you use?					
OFFICE ERGONOMICS	SATISFACTORY	NEEDS ATTENTION	CORRECTIVE ACTION REQUIRED	TARGET DATE FOR COMPLETION	DATE CORRECTED
Can employees get help when lifting more than 30 pounds?					
Are job tasks that require repetitive movements varied or rotated?					
Are computer workstations set up to avoid awkward postures and to fit the individual needs of workers?					
Are employees able to avoid standing or sitting for long periods of time?					
Monitor height and alignment – position the top of the viewing screen to the eye level.					
Fitness or yoga ball for seating are not OSHA approved and must be removed from the workplace					

Name of Safety Team Member Completing this checklist:	Department/Location:
Date of Completion:	Completion deadline:

After completion please submit form to Human Resources

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