

EMERGENCY ACTION PLAN

for

Facility Name: Watersafe Swim School

Facility Address: 2220 Clark Avenue, Los Alamitos, CA 90815

DATE UPDATED: 01/01/2026

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EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at worksite):

Name: Phone:

Name: Phone:

Name: Phone:

EMERGENCY COORDINATOR:

Name: Nathanael Najarian

Phone: 562-229-2484

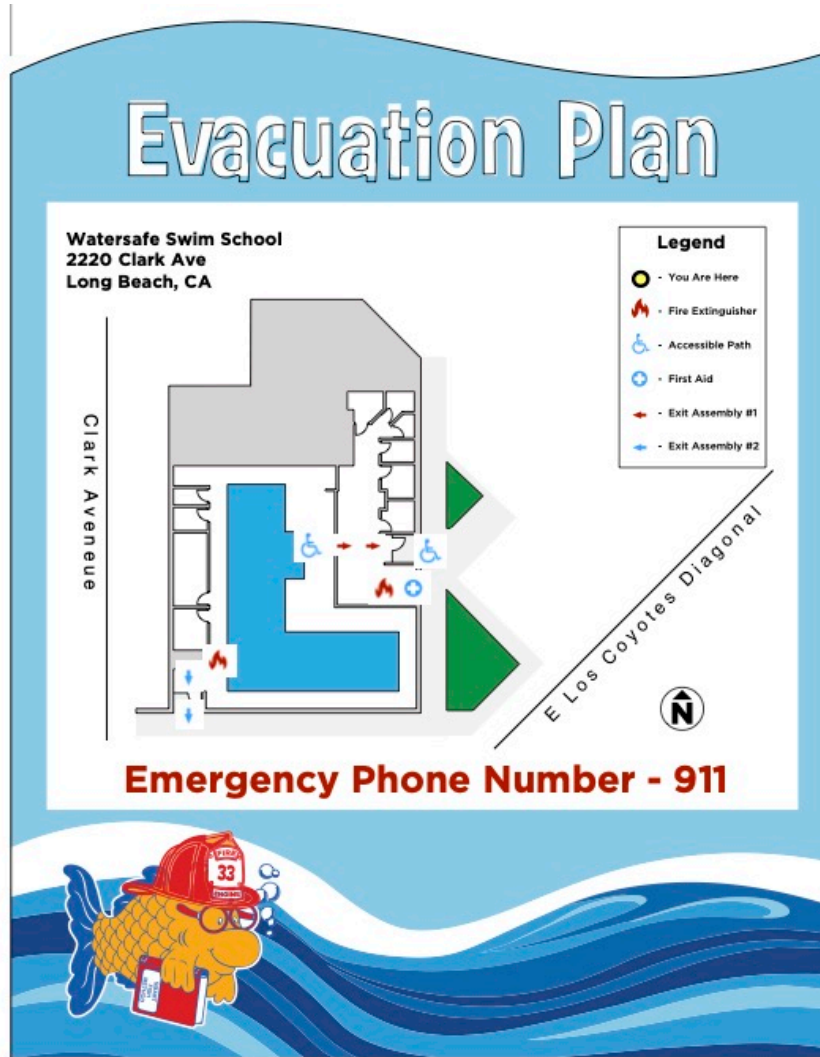
Date ____/____/____

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

Site personnel should know at least two evacuation routes.



EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 714-638-6343

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 562-799-4100

UTILITY COMPANY EMERGENCY CONTACTS
(Specify name of the company, phone number and point of contact)

ELECTRIC: EDISON ELECTRIC 800-655-4555

WATER: CITY OF LONG BEACH 562-431-2527

GAS (if applicable): SOCAL GAS 800-427-2200

Date: ____/____/____

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

MEDICAL

FIRE

EARTHQUAKE

SEVERE WEATHER

BOMB THREAT

CHEMICAL SPILL

EXTENDED POWER LOSS

ACTIVE SHOOTER

PRIMARY AND SECONDARY RESPONDERS

The primary responder is the first employee to recognize a possible emergency has or is occurring. Primary responders should assess the emergency and initiate the appropriate emergency procedures. Primary responders control the scene and give instructions to secondary responders.

Secondary responders are additional employees that are present at the time of the emergency or arrive at a later time. secondary responders are responsible for assisting the primary responder by:

- assisting in proper evacuations
- calling advanced assistance
- crowd control
- additional first aid
- alerting managers and supervisors
- following instructions from the primary responder
- guide emergency personnel (medical, police, fire) to the area of the emergency
- provide a clear path for emergency personnel
- replacing the primary responder if necessary

GENERAL EMERGENCY OUTLINE

- Identify the emergency
- enact the proper emergency procedure
- utilize other employees as secondary responders
- watch for additional emergencies to appear
- allow advanced personnel to take over control of the scene
- complete appropriate reports

MEDICAL EMERGENCY

What constitutes a medical emergency? An illness, injury, symptom, or condition so serious that a reasonable person would seek care right away to avoid severe harm.

Step 1: Inform your manager or send someone to inform your manager that a medical emergency is happening.

Step 2: Call medical emergency phone number or ask someone to call the medical emergency phone number if you need to provide care:

Paramedics 911

Ambulance 911

Fire Department 714-744-0400

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number), and
- c. Your name and phone number from which you are calling.

Do not move victim unless absolutely necessary.

Step 3: Inform surrounding individuals to clear the area or instruct a co-worker to clear the area and inform co-workers to address the hazard (if any) that caused the medical emergency.

Step 4: Provide First Aid only if certified to do so. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids by using latex gloves found in the first aid and in the AED box).

Clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Step 5: Complete appropriate reports.

Date ___/___/___

FIRE EMERGENCY

When fire is discovered:

Step 1: Notify the local Fire Department by calling 911

Step 2: Notify the site manager about the fire

Step 3: Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Step 4: Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area on the EAP.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Step 5: Primary Responder or highest ranking on-site employee must:

- Coordinate an orderly evacuation of personnel and customers.
- delegate an employee to perform an accurate head count of personnel and customers.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate emergency closing procedures with office staff.

Additional supervisory personnel should:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the highest ranking on-site employee.
- Assist physically challenged employees and customers.

Step 6: Complete appropriate reports.

EXTENDED POWER LOSS (longer than 15 minutes)

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment. This includes computers, timers, and all pool equipment.
- The highest ranking employee onsite should communicate the extended power loss to their immediate supervisor and coordinate a short term closure of the facility in 1 hour blocks until power is restored.

Upon Restoration of power:

- Electronic equipment should be turned on in the correct order.
- Pilot lights should be checked.
- Timers should be reset.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment:

Personal Protective Equipment (PPE):

SDS:

When a Large Chemical Spill has occurred:

- Immediately notify the facility department and a manager and clear the area of all people.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.) if trained to do so.
- Secure the area and alert other site personnel.
- Attend to injured personnel and call the medical emergency number, if required.
- Evacuate building or area as necessary.
- If toxic fumes are present, use proper PPE and secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date____/____/____

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

Write a note to your co-worker to call 911 while you take the bomb threat call if possible, and do not hang up the phone when the call is done.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____

APPROXIMATE AGE: _____ ORIGIN OF CALL: Local _____ Long Distance _____

VOICE CHARACTERISTICS SPEECH LANGUAGE (circle all that apply)

Loud High Pitch Raspy Intoxicated Soft Deep Pleasant

ACCENT (circle all that apply)

Local Foreign Race Not Local Region

SPEECH (circle all that apply)

Fast Distinct Slurred Stutter Slow Distorted Nasal

MANNER (circle all that apply)

Calm Rational Coherent Deliberate Righteous Angry Irrational

Incoherent Emotional Laughing

LANGUAGE (circle all that apply)

Excellent Fair Foul Good Poor

BACKGROUND NOISES (circle all that apply)

Factory Machines Music Office Street Traffic Trains

Animals Quiet Voices Airplane Party Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour Time Remaining
Where is it located? Building Area
What kind of bomb? What kind of package?
How do you know so much about the bomb?
What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call police and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this

checklist.

Notify your supervisor immediately.

SUSPICIOUS PACKAGES

IDENTIFYING SUSPICIOUS PACKAGES

- Package bombs come in a variety of shapes and sizes. There are a number of characteristics that may lead you to become suspicious of a letter or package:
- No return address
- Restrictive markings (Personal/Fragile etc.)
- Sealed with tape or using excessive amounts of tape
- Misspelled words, badly typed or written
- Unknown powder or suspicious substance
- Excessive postage and possibly mailed from a foreign country
- Oily stains, discoloration, or crystallization on wrapper
- Strange odor
- Incorrect title or addressed to title only, no specific name
- Rigid or bulky
- Lopsided or uneven
- Protruding wires

TAKE ACTION

- If you believe a letter or package is suspicious:
 - Stop. Do not handle or open it.
 - Do not use cell phones, pagers, or two-way radios near suspected devices.
 - Be aware of secondary devices.
 - Evacuate and isolate the immediate area.
 - Make note of the characteristics that caused suspicion.
 - Call 911.
 - Notify your Supervisor.

ACTIVE SHOOTER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind • Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm

- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial

officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so

SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:

- Stay calm and await instructions from the most senior employee on-site.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the supervisor using the emergency evacuation plan.

Flood:

If indoors:

- Be ready to evacuate as directed by the supervisor.
- Follow the recommended evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area

Work Area	Name	Job Title	Description
pool equipment room	Irie Hines Singleton	facility manager	monitor chemicals and equipment

Personnel involved in critical operations may remain on the site upon the permission of the supervisor.

In case emergency situation will not permit any of the personnel to remain at the facility, the supervisor shall notify the proper authorities (police, fire, paramedics, other city or emergency services)

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Title	Date
Directors	
Managers	
On-Site Leads	

The following on-site trainings should be held, annually (supplemental videos may be added):

- active shooter
- evacuation
- earthquake
- fire
- medical emergency