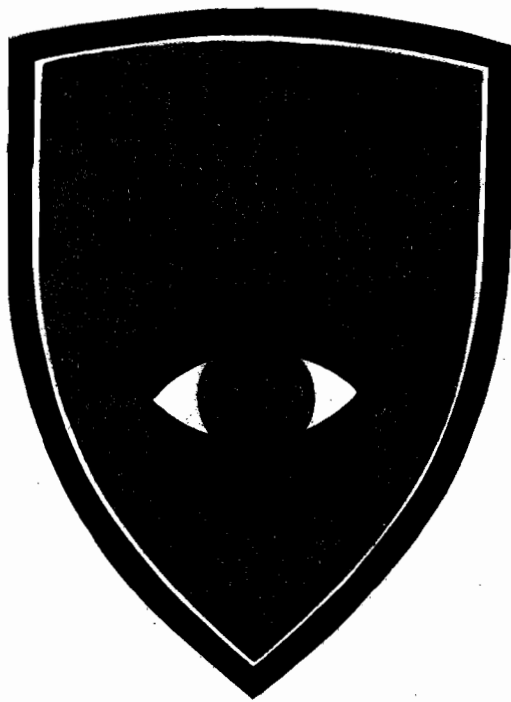


INJURY & ILLNESS PREVENTION PROGRAM

SB 198



June 1, 1991

Security Eye Patrol, Inc.

EMERGENCY TELEPHONE NUMBERS

In life or death situation - DIAL 911

Counties of Alameda and Contra Costa

Cities of

Danville - Diablo - Dublin - Livermore - Sunol - Pleasanton - San Ramon

Security Eye Patrol, Inc.....455-1666

California Highway Patrol Emergency.....911

Alameda County:

Emergencies - Police Fire Ambulance.....911

Sheriff.....667-7721

Fire.....447-6611

Danville:

Emergencies - Police Fire Ambulance.....911

Police Need Officer (non emergency).....820-2144

Police Business Office.....820-4481

Fire Business.....838-6600

Diablo:

Emergencies - Police Fire Ambulance.....911

Contra Costa County Sheriff.....646-2441

Fire Business.....838-6600

Dublin:

Emergencies - Police Fire Ambulance.....911

Police Business.....833-6670

Alameda County Sheriff.....667-7721

Fire Business.....829-2333

Livermore:

Emergencies - Police Fire Ambulance.....911

Police Business.....373-5303

Fire Non Emergency.....373-5450

Animal Control.....373-5314

Sunol:

Emergencies - Police Fire Ambulance.....911

Alameda County Sheriff.....667-7721

Fire - Sunol Forest Fire Station.....862-2197

Pleasanton:

Emergencies - Police Fire Ambulance.....911

Police Business.....484-8127

Fire Business.....484-8114

San Ramon:

Emergencies - Police Fire Ambulance.....911

Police Business.....275-2270

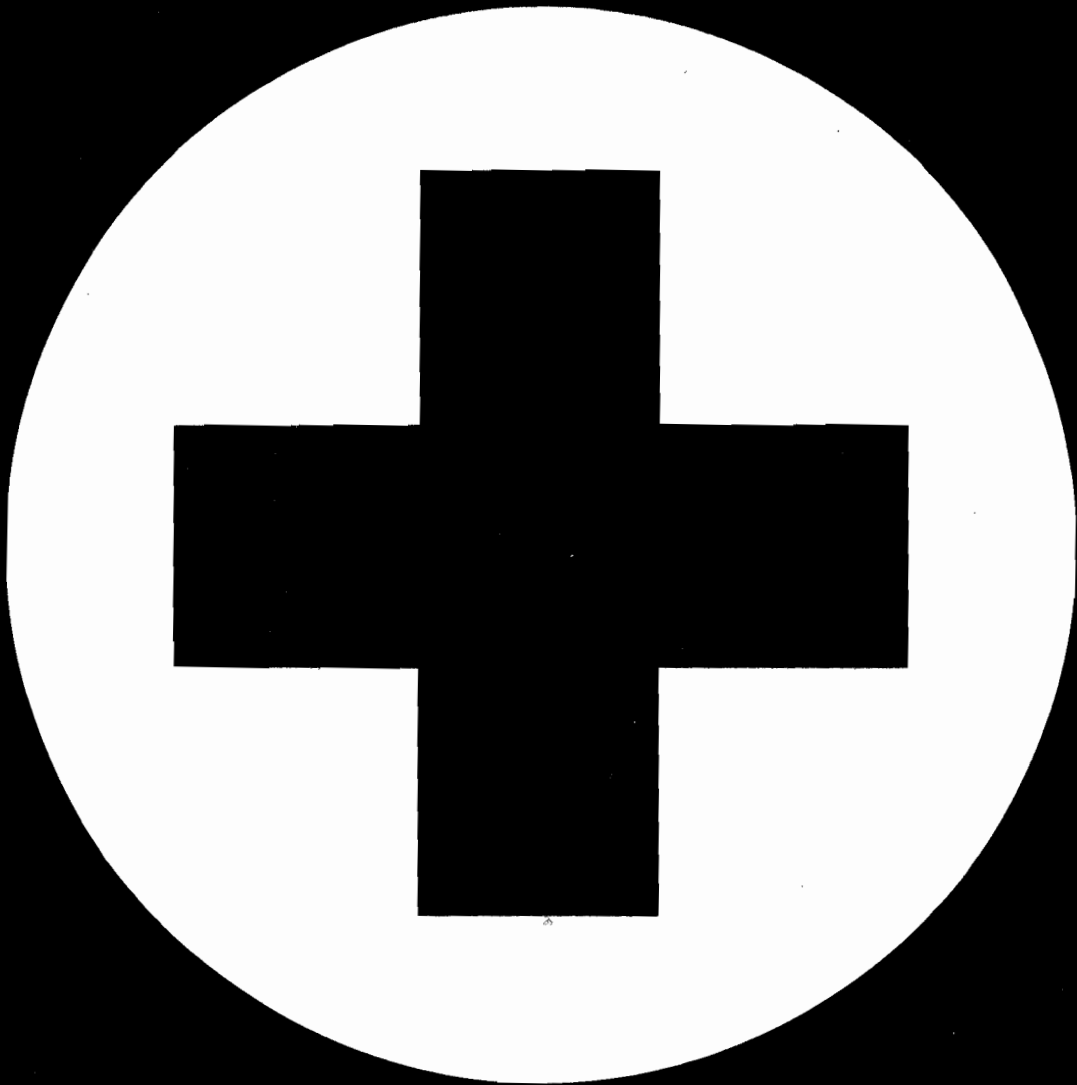
Contra Costa County Sheriff.....646-2441

Fire - Dublin/San Ramon Services District.....829-2333

Fire - San Ramon Valley Fire Protection.....838-6600

Should a Security Officer make an emergency call, the Officer must immediately telephone and notify a Director of Security Eye Patrol, Inc. The only time Police, Fire, or Ambulance will be called is for EMERGENCIES ONLY. For any other reason the Officer will go through the Security Eye Patrol Dispatcher.

First Aid and Survival Guide



Bleeding ◊ Breathing ◊ Broken Bones
Burns ◊ Drug Overdose ◊ Earthquake
Electric Shock ◊ Heart Attack ◊ Poisoning
Rescue Breathing Technique ◊ Seizure

Notice:

Information in the Survival Guide was provided by Medical and Emergency service authorities. Pacific Bell presents this material as a public service in cooperation with the State of California. While every reasonable effort has been made to insure its accuracy, Pacific Bell is not responsible and assumes no liability for any action undertaken by any person in utilizing the information contained in these Survival Guide pages. Any person relying upon the Survival Guide does so at his or her own risk.

Pacific Bell gratefully acknowledges the cooperation of the following agencies for their assistance in compiling and reviewing the procedures contained in the Survival Guide:

American Red Cross

**Bay Area Regional Earthquake
Preparedness Project (BAREPP)**

California Medical Association

**Governor's Office of Emergency
Services**

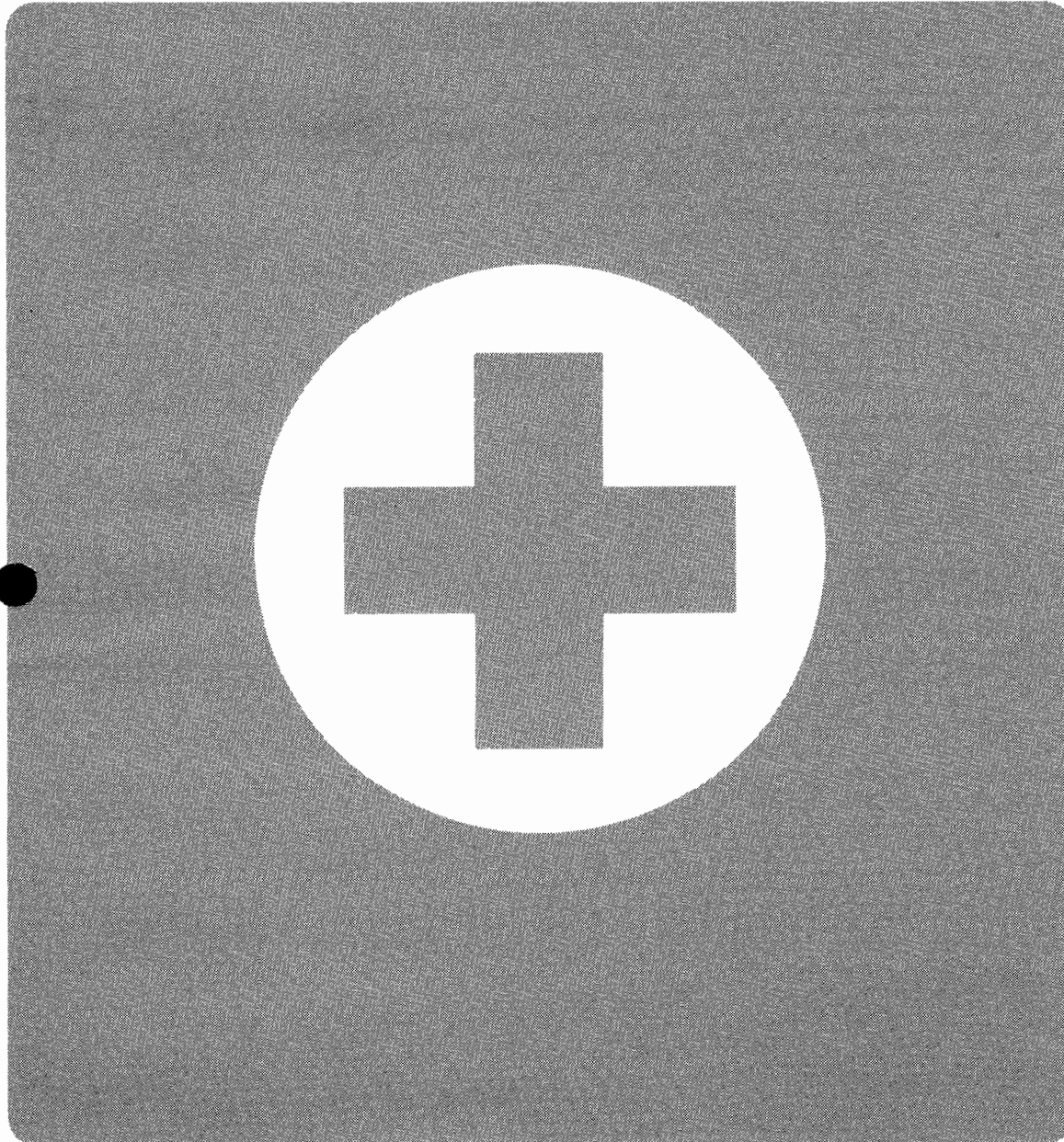
**State of California Emergency
Medical Services Authority**

**State of California Seismic Safety
Commission**

First Aid and Survival Guide

1

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First Aid and Survival Guide

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Introduction

Calling for Help

Please Read the Following Pages Before an Emergency Strikes.

In an emergency, seconds can be the difference between life and death. When calling for emergency help, let the emergency person end the conversation. **DO NOT HANG UP!**

The following pages describe what to do until medical help arrives.

Medical authorities suggest that you become familiar with the following procedures, and also take a First Aid course from the American Red Cross.

Urgent care is first aid given in life-threatening situations. These situations include stopped breathing, heart attack and stroke, heavy bleeding, poisoning, and shock.

Take care of life-threatening situations first, then seek help. If several people are available, one can go for help while others help you give first aid. **DO NOT LEAVE** people who need urgent care—not even to call for help.

See page A2 of your telephone Directory for the number of your local Poison Control Center. Keep it near your phone.

Medic Alert Foundation International provides 24-hour medical emergency protection to members with special medical conditions. In an emergency, medical and emergency personnel are directed to look for the Medic Alert, or similar emblem worn as a bracelet or necklace and to take appropriate action when necessary. Additional information on Medic Alert can be obtained by calling (toll free) 1-800 432-5378.

Calling for Help—9-1-1

1. If the victim is NOT breathing:
Phone 9-1-1 at once or get someone else to call for emergency help. Then begin Rescue Breathing (see the following page).

2. If the victim is in distress—but breathing:
Phone 9-1-1 at once.

3. What to say:

- a. Give the phone number from which you are calling.
- b. Give the address and any special directions of how to find the victim.
- c. Describe the victim's condition—burned, bleeding, broken bones, etc.
- d. Describe what happened; how many are injured or what help is being given.
- e. Give your name.
- f. **DO NOT HANG UP!** Let the emergency persons end the conversation. They may have questions to ask and/or special information to give you about what you should do until help arrives.

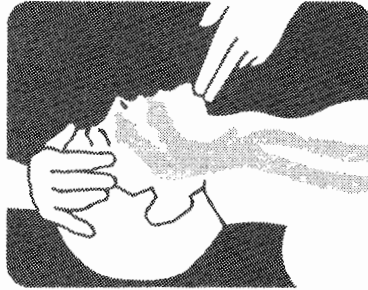
Breathing: Unconscious Person

Many medical authorities agree that everyone 13 years of age and older should learn Rescue Breathing. Courses are offered by the American Heart Association and the American Red Cross.

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If that is the case, turn off the electricity before you touch the victim. There are many possible causes of unconsciousness, but the first thing you must check for is **BREATHING**.

1. Try to awaken the person. Tap or shake the victim's shoulder gently. Shout: "Are you all right?"
2. If there is no response, check for signs of breathing. Have someone call for emergency medical help immediately.
 - a. Be sure the victim is lying flat on his or her back. If you have to, roll the victim over. To avoid possible neck injury, turn his or her head with the body as one unit.
 - b. Loosen tight clothing around the neck and chest.
3. Open the airway.
 - a. If there are no signs of head or neck injury, place one hand on the victim's forehead and apply firm, backward pressure with the palm to tilt the head back.

- b. Place the fingers of the other hand under the bony part of the lower jaw near the chin and lift to bring the chin forward, thus supporting the jaw and helping to tilt the head back.



- c. Place your ear close to the victim's mouth. Listen for breathing. Watch for chest and stomach movement for at least 5 seconds.
- d. If there is any question in your mind, or if breathing is so faint that you are unsure—assume they are not breathing.
- e. Give Rescue Breathing immediately.

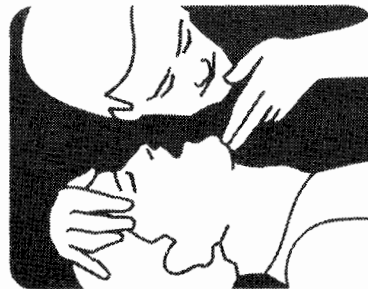
Rescue Breathing for Adults

1. Put your hand on the victim's forehead. While holding the forehead back gently pinch the nose shut with your fingers.
2. To open the airway, put your other hand under the victim's jaw, and lift the chin until it points straight up.

3. Take a deep breath. Open your mouth wide. Place it over the victim's mouth. (For neck breathers, pinch nose and mouth and breath into neck opening.) Blow air into the victim until you see the victim's chest rise.



4. Remove your mouth from the victim's. Turn your head to the side and watch the chest fall while listening for air escaping from the victim's mouth. Give another breath.



5. If you hear air escaping and see the chest fall, Rescue Breathing is working. Continue until help arrives.
6. Check the victim's pulse (see Heart Attack section).
7. Repeat a single breath every 5 seconds (12 breaths per minute). Wait for chest deflation after each breath.
8. If you don't hear air escaping, airway is blocked (see Choking section).



Breathing:
Unconscious
Person

Rescue
Breathing
for Adults

First Aid and Survival Guide

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Rescue Breathing for Infants and Small Children

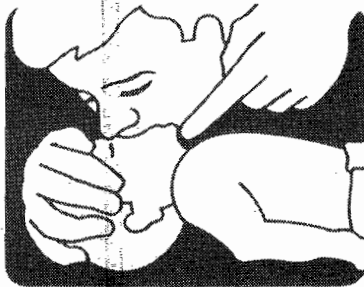
Breathing: Choking

Conscious Victim

Unconscious Victim

Rescue Breathing for Infants and Small Children

1. Check for breathing by carefully tilting the child's head back to open the airway. It should not be tilted as far back as an adult's, even less for infants. Look, listen and feel for breathing. If tilted back too far, it will make the obstruction worse.



2. If not breathing, cover the child's mouth AND nose with your mouth. Initially give 2 full, slow breaths in succession. Allow 1 to 1½ seconds per breath. **For infants, give 2 slow, gentle breaths at 1 to 1½ seconds per breath.**

3. Blow air in with less pressure than for an adult. Give small puffs. A child needs less air.

4. Feel the chest inflate as you blow.

5. Listen for air escaping.

6. Repeat once every 3 seconds (20 breaths per minute).

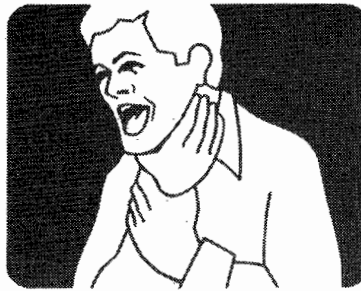
Please Note:

Keep up Rescue Breathing until help arrives to relieve you. Remember, you are doing the breathing for the victim. If you stop, the victim could die in about 4—6 minutes. Even if the victim should begin to breathe on his/her own, call for professional help.

Breathing: Choking

Warning Sign:

The universal distress signal indicates an airway obstruction.



1. For a choking victim who **can** speak, cough or breathe, do **NOT** interfere. If the choking continues without lessening, call for emergency medical help.

2. For a choking victim who **cannot** speak, cough or breathe, have someone call for emergency medical help and take the following action:

For a Conscious Victim

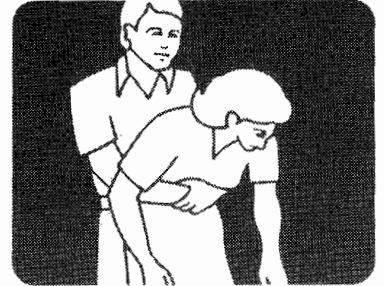
a. Stand behind the victim, who can be standing or sitting.

b. Wrap your arms around his/her middle, just above the navel.

c. For adults, clasp your hands together in a doubled fist and press in and up in quick thrusts. Be careful not to exert pressure against the victim's rib cage with your forearms.

For infants, position along the inside length of the rescuer's arm. Apply firm, controlled blows with the other hand to the infant's back between the shoulder blades.

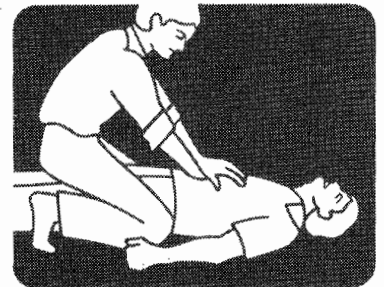
Repeat procedure until the victim is no longer choking or becomes unconscious.



For an Unconscious Victim

a. Place the victim on the floor or ground and give Rescue Breathing (see Rescue Breathing section). If the victim does not start breathing and it appears that your air is not going into the victim's lungs, try giving 2 more breaths.

b. With the victim remaining on his or her back, try giving manual thrusts. To give the thrusts to adults, place one of your hands on top of the other with the heel of the bottom hand in the middle of the abdomen, slightly above the navel and below the rib cage. Press into the victim's abdomen with a quick upward thrust. Repeat 6 to 10 times if needed. Do not press to either side.



For infants, give 4 back blows. Then give 4 chest thrusts by placing two fingertips over the center of the chest and depressing 1 inch.

Breathing: Choking (Cont'd)

- c. Clear the airway.
1. Hold the victim's mouth open with one hand using your thumb to depress the tongue.
 2. Make a hook with the pointer finger of your other hand, and in a gentle sweeping motion reach into the victim's throat and feel for a swallowed foreign object which may be blocking the air passage.
 - a) 6 to 10 abdominal thrusts.
 - b) Probe in mouth.
 - c) Give 2 full breaths.
 - d) Repeat until successful.

For infants and small children, look first. Sweep mouth only if you see the object.



3. If object comes out and victim is not breathing, start Rescue Breathing immediately.

Please Note:

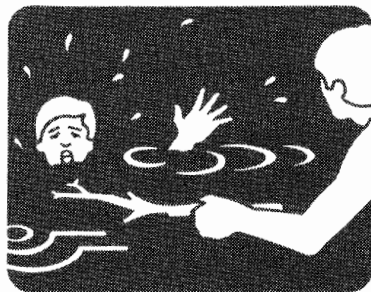
In any event of severe choking, take the victim to the hospital. This is especially critical if the swallowed object is a fish bone, chicken bone or other jagged object that could do internal damage as it passes through the victim's system.

Breathing: Drowning

1. Get the victim out of the water at once being careful to support the neck. A panicked victim may accidentally drown the rescuer as well, so use extreme caution to avoid direct contact with the victim.

If the victim is conscious:

Push a floating object to him/her or let the victim grasp a long branch, pole or object. Rescuers should not place themselves in danger. Go or swim to the victim as a last resort.



If the victim is unconscious:

Take a flotation device with you if possible. Approach the victim with caution. Once ashore or on the deck of a pool, the victim should be placed on his/her back.

2. If the victim is not breathing, check for airway clearance and open the airway. If after a few seconds the victim is still not breathing, immediately begin Rescue Breathing (see Rescue Breathing section).

Electric Shock

1. Do not touch a person who has been in contact with electrical current until you are certain that the electricity is turned off. Shut off the power at the plug, circuit breaker or fuse box.
2. If the victim is in contact with a wire or a downed power line, use a dry stick to move it away. If the ground is wet, do not approach.
3. Check for breathing. If the victim's breathing is weak or has stopped, open the airway. If after a few seconds the victim is still not breathing, immediately begin Rescue Breathing (see Rescue Breathing section).



4. Call for emergency help or get someone to call for help immediately. While you wait for help to arrive:
 - a. Keep the victim warm (cover with a blanket, coat, etc.) and lying down.
 - b. Give the victim nothing to drink or eat until he or she is seen by a doctor.



Breathing: Choking

(continued)

Breathing: Drowning

Conscious Victim

Unconscious Victim

Electric Shock



Heart Attack

Heart Attack
Warning Signs

"CPR"

Bleeding:
Wounds

Bleeding:
Head Injuries

Heart Attack

Warning signs:

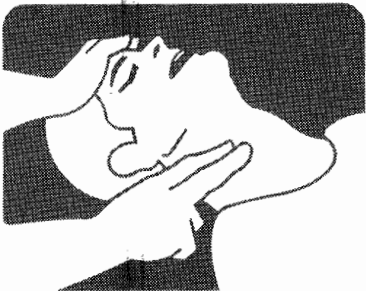
- a. Severe squeezing pains, crushing pains or heavy pressure in the chest.
- b. Pain that radiates from the chest into either arm, the neck or jaw.
- c. Shortness of breath.
- d. Sweating and weakness, nausea or vomiting.

1. If the victim is experiencing any of these sensations—take no chances. Call for emergency help at once.

2. If the victim is not breathing: Give Rescue Breathing immediately (see Rescue Breathing section). Get someone else to call for emergency help.



3. If you cannot detect a heart beat by taking a pulse at the Carotid Artery (The Carotid Artery can be felt on either side of the neck slightly below and forward of the base of the jaw.): Apply CPR.



"CPR," Cardiopulmonary Resuscitation should be given to the victim along with Rescue Breathing only by a person properly trained and certified.

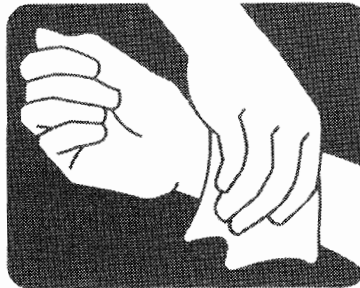
Please Note:

You are urged to learn CPR. CPR is a way of forcing the heart to continue pumping blood (carrying oxygen) through the lungs and out to the rest of the body where it is needed. Courses are offered by the American Heart Association and the American Red Cross.

Bleeding: Wounds

The best way to control bleeding is with direct pressure over the site of the wound. Do not attempt to apply a tourniquet yourself, leave to a professional.

- a. Use a pad of sterile gauze, if available.
- b. A sanitary napkin, clean handkerchief or even your bare hand, if necessary, will do.
- c. Apply firm, steady direct pressure for 5 to 15 minutes. Most bleeding will stop within a few minutes.



- d. If bleeding is from a foot, hand, leg or arm use gravity to help slow the flow of blood. If there are no broken bones, elevate the limb so that it is above the victim's heart.

e. Severe nose bleeding can often be controlled by leaning forward or lying down and applying direct pressure such as by pinching the nose with the fingers. Apply pressure 10 minutes without interruption.

Bleeding: Head Injuries

If there is bleeding from an ear, it can mean that there is a skull fracture.

1. Call for emergency help. Let a professional medical person attend the wound.
2. Special care must be taken when trying to stop any scalp bleeding when there is a suspected skull fracture. Bleeding from the scalp can be very heavy even when the injury is not too serious.
3. Always suspect a neck injury when there is a serious head injury. Keep the neck and head still.
4. Keep the airway open (see Rescue Breathing section).
5. When stopping the bleeding, don't press too hard. Be very careful when applying pressure over the wound so that bone chips from a possible fracture will not be pressed into the brain.
6. DO NOT give the victim any fluids, cigarettes or other drugs. They may mask important symptoms.

Bleeding: Internal

Warning Signs:

- a. Coughing or vomiting blood or passing blood in urine or stool.
 - b. Cold, clammy pale skin; rapid, weak pulse; dizziness.
1. Get emergency medical help immediately.
 2. Have the victim lie down and relax. Stay calm and keep the victim warm.
 3. Do not let the victim take any medication or fluids by mouth until seen by a doctor who permits it.

Broken Bones

1. Call for emergency help or get someone to call for emergency medical help immediately.
2. **DO NOT** move the victim unless the victim is in immediate danger of further injury.
3. Check for the following:
 - a. Breathing. Give Rescue Breathing if needed.
 - b. Bleeding. Apply direct pressure over the site.
 - c. Shock symptoms like pale or bluish, cold, clammy skin, rapid weak pulse, overall weakness, and rapid, shallow breathing. Keep the victim calm and comfortable.
4. **DO NOT** try to push the broken bone back into place if it is sticking out of the skin. Do apply a moist dressing to prevent the bone from drying out.
5. **DO NOT** try to straighten out a fracture. Let a doctor or trained person do that. If you must move or transport the victim, immobilize or stabilize the fracture as best as possible.

Seizure

Warning Signs:

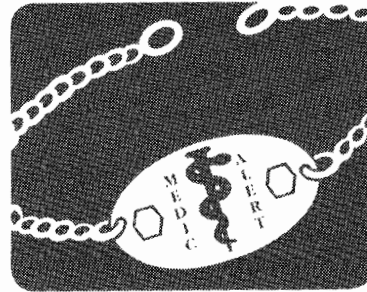
- a. Limbs may jerk violently.
- b. Eyes may roll upward.
- c. Breathing may become heavy with dribbling or frothing at the mouth.
- d. Breathing may even stop in some cases.
- e. The victim may bite his or her tongue so severely that it may bleed and cause an airway obstruction.

1. During the seizure:

- a. Call for emergency medical help at once.
- b. Let the seizure run its course.
- c. **DO NOT** attempt to force anything into the victim's mouth. You may injure yourself and/or the victim.
- d. There is little you can do to stop the seizure.
- e. Help the victim lie down and keep from falling and injuring him/herself.
- f. Loosen restrictive clothing.
- g. **DO NOT** use force or attempt to restrain a seizure victim.
- h. Move objects out of the way which may injure the victim (like chairs, desks, tables, etc).
- i. If an object endangers the victim and cannot be moved, put clothing or soft material between the seizure victim and the object.

2. After the seizure:

- a. Check to see if the victim is breathing. If not, give Rescue Breathing at once (see Rescue Breathing section).
- b. Check to see if the victim is wearing a Medic Alert, or similar bracelet or necklace. It describes emergency medical requirements.



- c. Check to see if the victim has any burns around the mouth. This would indicate poison.
3. The victim of a seizure or convulsion may be conscious but confused and not talkative when the intense movement stops. Stay with the victim. Watch the victim to make sure breathing continues. Then, when the victim seems able to move, get medical attention.



Bleeding: Internal

Internal Bleeding Warning Signs

Broken Bones

Seizure

Seizure Warning Signs

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Poisoning

Conscious Victim

Unconscious Victim

Drug Overdose

Burns: Fire

Burns: Chemical

Poisoning

Small children are most often the victims of accidental poisoning. Poisons are all around them. Keep cosmetics, detergents, bleach, cleaning solutions, glue, lye, paint, turpentine, kerosene, gasoline and other petroleum products, alcoholic beverages, aspirin and other medications out of their reach. If a child has swallowed or is suspected to have swallowed any substance that might be poisonous, assume they have indeed swallowed it and call for help.

Check to see if the victim has any burns around the mouth. This could indicate poison had been ingested.

Locate and keep the suspected substance and container.

If The Victim is Conscious

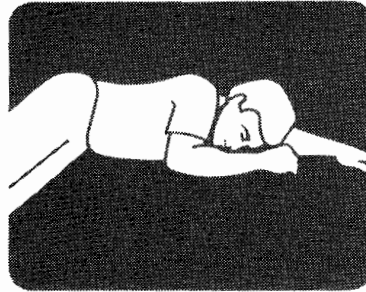
1. Call the Poison Control Center (see page A2 of your White Pages).
2. **DO NOT** give counteragents unless directed by the Poison Control Center or a physician.
3. **DO NOT** follow directions for neutralizing poisons found on the container.
4. Dilute poison by giving victim moderate amounts of water if directed by the Poison Control Center.

If The Victim is Unconscious

1. Call 9-1-1.
2. Check to see if victim is breathing. If not, tilt victim's head back and perform **Mouth To Nose Rescue Breathing**. **DO NOT GIVE MOUTH TO MOUTH RESCUE BREATHING.**
3. **DO NOT** attempt to stimulate victim.

If The Victim is Vomiting

1. Roll the victim over onto his/her side. This helps insure the victim will not choke on what is brought up.



Drug Overdose

A drug overdose is a poisoning. And don't take drunkenness lightly. Alcohol is as much a poison as stimulants, tranquilizers, narcotics, hallucinogens or inhalants. Remember: Alcohol alone or in combination with certain other drugs can kill.

1. Call for emergency medical help at once.
2. Check the victim's breathing and pulse. If breathing has stopped or is very weak, open the airway. If after a few seconds, the victim is still not breathing, immediately begin **Rescue Breathing**. **CAUTION: People under the influence of alcohol or drugs can become violent. Be careful.**
3. While waiting for help:
 - a. Watch breathing.
 - b. Keep the victim warm with a blanket or coat.
 - c. **DO NOT** throw water in the victim's face.
 - d. **DO NOT** give the victim liquor or a stimulant.

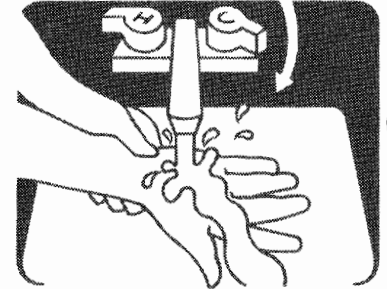
Burns

1. Fire Burns

- a. Cool the burn with running water to stop the burning process.
- b. Remove garments and jewelry. Cover the victim with clean sheets or towels.
- c. Call for emergency help immediately.

2. Chemical Burns

- a. Remove victim's affected clothing.
- b. Wash burned areas with cool water for at least 20 minutes.



- c. Call for emergency medical help immediately.
- d. **For chemical burns of the eye:** Flush eye with water for 20 minutes.

Earthquake

Before the Next Earthquake

Be prepared. Take the time NOW to read the following checklists and take the necessary actions to minimize risks to yourself, your loved ones, your home and your office.

For more information on earthquake emergency planning, check the following:

1. Yellow Pages, under "Earthquake Products and Services."
2. Local American Red Cross chapter.
3. Local Office of Emergency Services (see County Government listings in White Pages).

Home Evaluation

Check that:

1. The water heater is braced, anchored, or strapped to prevent tipping.
2. There are no cracks in your home's foundation. Cracks wider than 1/8" indicate potential weakness.
3. Your house is attached to its foundation with bolts through the sill.
4. The perimeter foundation cripple walls (the walls that enclose the crawl space under your home) are properly braced. Mobile homes should be securely anchored to their foundations or a certified earthquake-resistant bracing system installed.
5. Children's play areas are located away from earthquake hazards, such as brick walls or chimneys.
6. Household chemicals are stored so that containers will not easily tip over and spill their contents.

Contact an architect, engineer or local building official for advice on needed repairs or strengthening.

If you live in an apartment, ask the building owner to do these repairs. Know the locations of emergency exits, fire alarms, and fire extinguishers.

Emergency Supplies

Be sure you have these basic supplies on hand and in an accessible location:

1. Portable radio and extra batteries (long-life alkaline batteries are best; store in a cool, dry place).
2. Flashlights and extra batteries. Any two-battery cell flashlights are excellent. Lights using more than two D battery cells, or any lights requiring higher-voltage batteries, should be of the sealed "safety" type.
3. First aid kit and handbook.
4. Enough drinkable water for each family member for at least three days: allow 1 gallon per person per day. Keep a canteen of water in the car, too.
5. Food (canned foods, mechanical can opener, and powdered milk for at least one week's meals).
6. Required medications, glasses.
7. Pipe or crescent wrenches to turn off gas and water supplies.
8. Alternate means of cooking like a barbecue or camp stove. These must be used outdoors. Be sure to store fuel out of children's reach.
9. Small bottle of chlorine bleach to purify drinking water.
10. Blankets, warm clothes, and sturdy shoes.

The above Emergency Supplies list is for the home. Keep many of the same supplies in your car and at your place of work.

Know the Following

1. The safest places in your home. They should be away from heavy furniture or appliances, masonry veneers (such as fireplaces), and large panes of glass, pictures, or mirrors.
2. Where your gas, electric and water main shutoffs are. Know how to turn each off. If in doubt, ask your utility company.
3. A family plan on what to do wherever they are when the earthquake occurs, including:
 - a. A place where your family can reunite after the earthquake. You may be at work when the earthquake occurs, or the children may be in school. Know the earthquake plan developed by your children's school. You may have to stay at your workplace for a day or two following a major earthquake. Transportation and communication may be disrupted.
 - b. Who to call out of the area for family notification. Select a relative or friend out of the immediate area to act as a clearinghouse of information about your family. It will probably be easier to place a call out of the earthquake area, so all family members should call this contact to report their location and condition. Make sure this contact name and number is on school and work records, as well as known to other friends and relatives.
4. The locations of your nearest fire and police stations, and local emergency medical facility.
5. The frequency (dial reading) of your local radio station. Listen to your radio for emergency broadcast information. Do not use the telephone except for emergencies.



Earthquake: Before

Home Evaluation

Emergency Supplies

Know the Following

10 First Aid and Survival Guide

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Earthquake: Organizing Your Neighborhood

Organizing Your Neighborhood

It may take up to 72 hours or longer for emergency assistance to reach you after a major earthquake. You and your neighbors will have to depend upon one another to cope with the damage and injuries until help arrives. Just like your family, your neighbors will be better able to cope with the aftermath of an earthquake or any disaster if everyone is prepared.

Some communities with an existing program to watch out for the property and welfare of other residents, such as "Neighborhood Watch," should include earthquake preparedness as part of their program.

ORGANIZE NOW! Use the following checklist to organize a self-help group. To generate enthusiasm for such an activity, try passing out newspaper clippings along with the questionnaire right after a recent earthquake.

1. Schedule a meeting of your neighbors to discuss earthquake preparedness. Your Office of Emergency Services, American Red Cross chapter, or fire department can help with speakers, films and printed materials. You should include your building manager and landlord if applicable.

2. Distribute the questionnaire in person before the meeting. It should ask the following:

- a. Number of residents per household.
- b. Home phone number.
- c. Work address and phone number.
- d. Name, address and phone number of school(s).
- e. Phone number of relatives and out-of-area contact.
- f. Special skills, such as nursing or radio operation that could be helpful in an emergency.

3. At the meeting, assign emergency tasks to each person. Assign enough work to maintain interest but not enough to discourage volunteers. Try matching assignments with special skills. The Medical Officer should have professional skills or first aid training. Radio amateurs could handle communications. Plumbers and electricians could help restore utility service.

4. These same suggestions apply to the workplace. If your employer hasn't mentioned earthquake plans, ask what arrangements have been made.

Earthquake

During an Earthquake

1. If you are indoors, **DUCK** or drop down to the floor. Take **COVER** under a sturdy desk, table or other furniture. **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Stay clear of windows, fireplaces, and heavy furniture or appliances. Don't rush outside. You may be injured by falling glass or building parts. **DO NOT** try using the stairs or elevators while the building is shaking or while there is danger of being hit by falling glass or debris.

2. If you are outside, get into the **OPEN**, away from buildings and power lines.

3. If you are driving—**STOP** if it is safe—but stay inside. **DO NOT** stop on or under a bridge, overpass or tunnel. Move your car as far out of the normal traffic pattern as possible. **DO NOT** stop under trees, lightposts, electrical power lines or signs.

4. If you are in a mountainous area, be alert for falling rock and other debris that could be loosened by the quake.

5. In a crowded public place, do **NOT** rush for the exits. Stay calm and encourage others to do so.

Earthquake: During

After the Earthquake:

1. Check for injuries.

- a. If a person is not breathing, open the airway. If after a few seconds the victim is still not breathing, immediately begin Rescue Breathing (see Rescue Breathing section).
- b. If a person is bleeding, put pressure over the wound. Use clean gauze or cloth, if available. Use the guidelines in this Survival Guide to help injured people until help is available.
- c. **DO NOT** attempt to move seriously injured persons **UNLESS** they are in immediate danger of further injury.
- d. Cover injured persons with blankets to keep them warm.
- e. Wear sturdy shoes and gloves to avoid injury from broken glass and debris.
- f. If damage is extensive, wear a dust mask, wet handkerchief, or other cover for the nose and mouth to reduce inhalation of dust.

2. Immediately clean up any spilled medicines, drugs or other potentially harmful materials such as bleach, lye, gasoline or other petroleum products.

3. Safety check. Check for the following potential risks:

- a. Fire or fire hazards.
- b. Gas leaks. Shut off the main gas valve if a leak is suspected or identified by the odor of natural gas. Wait for the gas company to check it and turn it back on.
- c. Damaged electrical wiring. Shut off power at the control box if there is any damage to your house wiring.
- d. Downed or damaged utility lines. **DO NOT** touch downed power lines or objects of any kind touching them.
- e. Downed or damaged chimneys. Approach chimneys with caution. They may be weakened and could topple during an aftershock. Don't use a damaged chimney. It could start a fire.
- f. Fallen items in closets and cupboards. Beware of items tumbling off shelves when you open the door.
- g. Check that each telephone is on its receiver. Phones that are off-hook tie up the telephone network unnecessarily.

4. Check your food and water supplies.

- a. **DO NOT** eat or drink anything from open containers near shattered glass.
- b. If power is off, plan meals to use up foods that will spoil quickly, or frozen foods.
- c. Use barbecues or camp stoves outdoors for emergency cooking.
- d. If water is off, you can use supplies from water heaters, toilet tanks, melted ice cubes, canned vegetables. Due to its chemical content, swimming pool or spa water should not be used as a primary source of drinking water.

DO NOT: Use lighters, candles, open-flame appliances or smoke until you are sure there are no gas leaks.

DO NOT: Operate electrical switches or appliances, including telephones, if you suspect a gas leak. The appliance may create a spark that could ignite the leaking gas.

DO NOT: Use your telephone except for an emergency. You could tie up lines needed for emergency services. Turn on your portable radio for information and damage reports.

DO NOT: Go sightseeing afterwards, especially in beach and waterfront areas where seismic waves could strike.

Keep streets clear for emergency vehicles. Cooperate with Public Safety Officials.

Be prepared for aftershocks. Most of these are smaller than the main quake, but some may be large enough to do additional damage.



Earthquake:
After

12 First Aid and Survival Guide

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How to Shut Off Gas Supply

How to Shut Off Electricity

Disinfection of Water

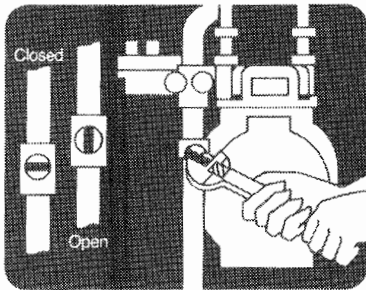
Telephone Use in Emergencies

How to Shut Off Gas Supply

(Do so **ONLY** if you notice structural damage to your house or if you smell or hear leaking gas)

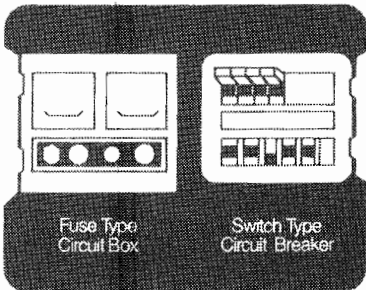
1. The main shut-off valve is located next to your meter on the inlet pipe.
2. Use a crescent or pipe wrench and give the valve a quarter turn in either direction. The valve will now run crosswise on the pipe. The line is closed.

DO NOT: Turn on the gas again; let the gas company do this.



How to Shut Off Electricity

1. Look closely at your circuit breaker box or fuse-type box.
2. Be certain that you can turn off the electricity in an emergency.



Disinfection of Water

1. Before attempting disinfection, first strain water through a clean cloth or handkerchief to remove any sediment, floating matter or glass.
2. Water may be disinfected with 5.25% sodium hypochlorite solution (household chlorine bleach). **DO NOT** use solutions in which there are active ingredients other than hypochlorite. Use the following proportions:

Clear Water

| | |
|------------|--------------|
| One Quart | 2 drops |
| One Gallon | 8 drops |
| 5 Gallons | 1/2 teaspoon |

Cloudy Water

| | |
|------------|------------|
| One Quart | 4 drops |
| One Gallon | 16 drops |
| 5 Gallons | 1 teaspoon |

3. Mix water and hypochlorite thoroughly by stirring or shaking in a container. Let stand for 30 minutes before using. A slight chlorine odor should be detectable in the water. If not, repeat the dosage and let stand for an additional 15 minutes.

Note:

Water may also be purified by bringing it to a rapid boil. However, due to its chemical content, swimming pool or spa water should not be used as a primary source of drinking water.

Telephone Use In Emergencies

Emergency Calls Only

After a disaster, especially earthquakes, there is usually a high volume of telephone calls. It is important that you limit phone calls to emergencies only. Do not call "9-1-1" or the police for confirmation of an earthquake. Listen to your local radio or television station for information.

Blocking

In cases of extreme congestion of the telephone network, Pacific Bell and/or long distance carriers may institute blocking. Blocking prevents overloading the system by diverting some calls to recordings, allowing other calls to complete.

If you need to place an emergency call:

1. Make sure receivers of all extension phones are on the switch hook.
2. Stay on the line. You may not hear dial tone immediately; the delay could be as long as a minute or more.
3. Do not repeatedly depress the switch hook, as this will further delay your call.
4. If you receive a "fast busy" or "all circuits are busy" recording, hang up and try again.
5. If physical damage occurs in our equipment or facilities or your wiring, it may not be possible to complete your call.

Out-of-Area Contact

It may be easier to call out of the disaster area during emergencies. See page 9 for procedures on establishing an out of area contact. Once contact is made, have this person relay messages to your other friends and relatives outside the disaster area to reduce calling in and out of the affected area.

140 New Montgomery Street
Room 1208
San Francisco, California 94105

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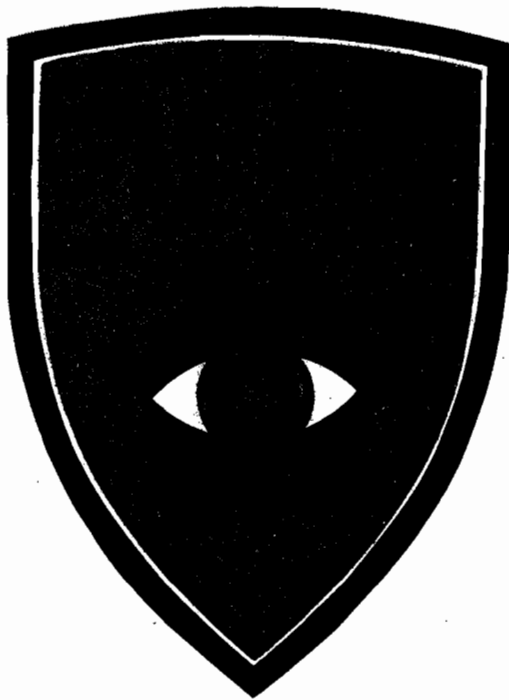
A Pacific Telesis Company

FIRST CLASS MAIL

CC110 (2/91)
6000-001 English

INJURY & ILLNESS PREVENTION PROGRAM

SB 198



June 1, 1991

SECURITY EYE PATROL, INC.

INJURY & ILLNESS PREVENTION PROGRAM

JUNE 1, 1991

1. Program written by: David A. Rezendes, President

2. Safety Co-ordinators:
 - A. Security Eye Office: Linda Cuellar
 - B. Officer in field: Captain Mitch Creegan

3. Employee Communications:
 - A. Security Eye Professional Training Guide:
"Injury & Illness Prevention Edition"
 - B. Monthly Bulletin - "The Eye" - Safety & Health column
 - C. Standard Operations Procedures

SAFETY POLICY

The importance of safeguarding the health and welfare of our employees is first and foremost to the Corporation. It is our policy to provide a safe atmosphere in the work place, and to establish safe operating practices which will result in the better safety of working conditions and efficiency of operations.

We recognize that accident prevention is everyone's business, and is also an operational responsibility to the effect that the Corporation will strongly stress that health and safety issues be considered at every aspect of the daily operations routine of the Company. All levels of leadership in the Company shall be directly responsible for the continuous effort toward the prevention of accidents. Management and Sergeants and above shall diligently carry out this policy.

We recognize that the success of accident prevention depends primarily on the cooperation and active support of all employees. All employees of Security Eye Patrol, Inc. and its subsidiaries are expected to abide by the safety rules, regulations, policies and procedures and follow safe work practices to help insure their own safety and that of their fellow employees. Immediate reporting of all hazards and safety problems is required of all employees.

The prevention of accidents and preservation of the health and safety of all employees shall be a cooperative effort of both Management and employees for the benefit of all.

David A. Rezendes
President

ACCIDENT PREVENTION PROGRAM

for

SECURITY EYE PATROL, INC.

and

SUBSIDIARIES

A. P. 1. POLICY:

It is the policy of Security Eye Patrol, Inc. and its subsidiaries to provide its employees with satisfactory equipment and information to follow established procedures, rules and regulations that will make our operations a safe place of employment. All employees are expected to use the equipment and material in a safe and acceptable manner, follow all policies, rules, regulations and common sense "rules of the trade". They are expected to comply with all State and Federal laws, as well as our own safety regulations, to keep our company safe and free from accidents.

A. P. 2. OBJECTIVE:

Our objective is to complete all work without injury and loss to personnel or equipment and to eliminate or minimize all job hazards. All employees, supervisors and management are expected to cooperate to achieve these objectives. Any violation of these rules, regulations or policy procedures or unsafe activity will initiate appropriate disciplinary action.

A.P. 3. RESPONSIBILITIES:

Management shall designate a Safety Co-ordinator for the Security Eye office and a Safety Co-ordinator for all field operations, with authority to co-ordinate all safety related activities. These Safety Co-ordinators shall be available to assist management, supervisors and employees in matters related to safety. Safety Co-ordinators duties shall include monitoring all safety activities for compliance to our safety program. Their duties shall also include conducting periodic site and equipment inspections to assure that all employees are following established safety rules. They shall have authority to initiate changes in existing programs and shall review all reported violations to safety rules, regulations and procedures. Should conflicts arise, they shall present all facts and recommendations to the Board of Directors of Security Eye Patrol, Inc. for resolution.

A.P. 4. PLANNING:

The Safety Co-ordinators, in consultation with the President of Security Eye, shall be responsible for evolution and planning for the elimination of job hazards and compliance to all accepted State and Federal laws. Records of all safety activities shall be forwarded for filing to the Security Eye office.

A.P. 5. TRAINING:

- a. The Safety Co-ordinators shall be required to familiarize themselves with state laws concerning safety, motor vehicles safety and operation, worker's compensation and labor safety laws.

- b. Periodic Safety Training Bulletins will be issued to all employees in addition to this Policy Statement.
- c. Monthly safety notes will be included in "The Eye" a monthly employee newsletter of Security Eye Patrol, Inc.
- d. All existing employees will be issued a copy of our Accident Prevention Program and sign a statement that they will read and adhere to the program.
- e. All new employees will be given a copy of our Accident Prevention Program and sign a statement that they will read and adhere to the Accident Prevention Program of Security Eye.
- f. All employees are requested to notify Security Eye Main Office, 455-1666, of any and all safety hazards. The dispatcher taking the reported safety information will then notify the appropriate Safety Co-ordinator.
- g. The Safety Co-ordinators shall meet in consultation with the Security Eye President on a monthly basis. A record of the monthly safety meeting shall be filed.
- h. Any and all training, whether by publication or on-the-job verbal training, shall be recorded and filed.

A.P. 6. RECORDS:

All safety activities such as training, meetings, inspections, and accident/injury investigations shall be recorded and filed.

A. P. 7. ACCIDENT/CLAIMS ADMINISTRATION:

Immediate reporting of accidents and claims administration is a vital part of our loss control program. Prompt reporting of any accident will assist our Office Manager to process claim forms. It is the responsibility of the employee to report an accident immediately, and the responsibility of the Safety Co-ordinators to investigate and supply data to the Office Manager, in addition to recording and filing data. There is no such thing as a small accident, report everything.

A. P. 8. WORKER'S COMPENSATION RELATED ACCIDENTS:

- a. The Employer's First Report of Injury shall be completed using data taken from the Safety Co-ordinator's Report of Injury. The Employer's First Report of Injury shall be mailed to the current Worker's Compensation carrier of record at the time of the injury. Copy of this form shall be filed with the Fed/OSHA form and maintained for five (5) years. DO NOT WAIT FOR A DOCTOR'S REPORT TO COMPLETE THE REPORT. The Safety Co-ordinator in consultation with the Office Manager shall be responsible for this action.
- b. The OSHA form shall be used to record all injuries.
- c. All serious injury accidents (such as hospitalized employees and/or death) must be reported to the proper State agencies within twenty-four (24) hours of the accident. Complete details for reporting are listed at the upper section heading on Employer's First Report of Injury.
- d. The Safety Co-ordinators shall post at each job site the name of designated Safety Co-ordinator, name and address of current insurance carrier,

emergency phone number of medical care, ambulance service, police, Highway Patrol and Fire Department.

- e. The following shall be posted on the Emergency Phone Sheet:

"ALL INJURIES MUST BE REPORTED IMMEDIATELY"

- f. All medical care must be authorized by: Office Manager, Safety Co-ordinators or a Director of Security. No employees shall seek medical care without this authorization unless it is a dire emergency involving life or limb. In such a situation, get immediate medical care, then notify above and complete all paper work.
- g. Office Manager is to notify all Insurance Carriers as soon as possible from Safety Co-ordinator's data.

A.P. 9. VEHICLE SAFETY:

Each employee is to be informed of the following:

- a. Only valid licensed and/or authorized employees with good driving record shall be permitted to operate Security Eye owned or controlled vehicles and/or clients of Security Eye motor vehicles or equipment.
- b. All accidents involving a Security Eye owned or controlled vehicle or that of our client and/or equipment must be reported immediately regardless of the nature of the accident or how trivial it might appear to the driver or operator.
- c. Drivers and/or operators will be held responsible for the prompt, accurate and complete reporting of any accident in which they became involved.

- d. When involved in an accident, seek emergency medical care for any injured party. Then get the name, phone number, license plate number, persons driver's license number, insurance company, and policy number of the parties involved, and as much information regarding the accident as possible including names, address and phone numbers of any witness. The employee is to give their name, license number, name of company they work for, ie: Security Eye Patrol, Inc., address and phone number. The employee will not answer other questions regarding the accident and are not to admit responsibility. The employee is allowed to discuss the incident only with police and our Safety Co-ordinators and Directors of Security.

A.P. 10. SUBCONTRACTOR'S SAFETY RESPONSIBILITY:

- a. All subcontractors are required by Security Eye Patrol, Inc. to comply with Security Eye's Accident Prevention Program and policy, rules, regulations, State safety laws and procedures and practices acceptable to the trade.
- b. It is acknowledged that Security Eye Patrol, Inc. seldom, if ever utilizes subcontractors.
- c. Should a safety violation or unsafe condition involving a subcontractor cause an administrative problem, then the Safety Co-ordinator and President of Security Eye shall consult on the issue. We must remember that Security Eye could receive a Department of Industrial Safety citation as the result of an unsafe condition caused by a subcontractor. This could result in a dollar amount fine and, in certain situations, criminal action against the management.

A. P. 11. SAFETY RULES:

A set of general safety rules have been compiled for Security Eye Patrol, Inc. These are general in nature but broad in scope. All employees should familiarize themselves with these rules and adhere to them. A copy of these rules are to be placed in the Standard Operation Procedure binder at all job sites, and posted at the Security Eye Patrol, Inc. office, as well as placed in the Dispatcher's Standard Operation Procedure binder.

A. P. 12. DISCIPLINARY ACTION:

Performing safe and correct work procedures is part of every employee's responsibility. Failure to comply with safe work procedures will lead to the following disciplinary action:

- a. First violation - Verbal Warning (recorded)
- b. Second Violation - Written Warning
- c. Third Violation - Suspension From Work
- d. Fourth Violation - Loss of Job

SECURITY EYE PATROL, INC.
INCIDENT/SAFETY HAZARD REPORT

INCIDENT REPORT _____

SAFETY HAZARD REPORT _____

CLIENT _____
NATURE OF INCIDENT _____
TYPE OF SAFETY HAZARD _____
EXACT LOCATION OF INCIDENT OR HAZARD _____

WHO REPORTED IT?

| | | |
|-----------------------|-----------------------|----------------------|
| S.E.P. OFFICER _____ | NAME _____ | DATE OBSERVED: _____ |
| NON-EMPLOYEE _____ | ADDRESS _____ | TIME: _____ |
| CLIENT EMPLOYEE _____ | TELEPHONE # () _____ | DATE REPORTED: _____ |
| | | TIME: _____ |

DESCRIPTION OF INCIDENT/HAZARD

PERSONS INVOLVED AND WITNESSES

| NAME | ADDRESS | TELEPHONE |
|-------|---------|-----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

PROPERTY INVOLVED

ACTION TAKEN

DESCRIPTION OF INJURIES

WHAT WAS DONE FOR INJURED PERSONS?

VEHICLES OR EQUIPMENT INVOLVED

| | | | |
|------------------------|-----------------------------|---------------|----------------|
| MAKE _____ | MODEL _____ | YEAR _____ | LICENSE# _____ |
| COLOR _____ | POLICE/FIRE NOTIFIED? _____ | | TIME _____ |
| OFFICER'S NAME _____ | | BADGE # _____ | REPORT # _____ |
| S.E.P. NOTIFIED? _____ | TIME _____ | WHO _____ | |
| CLIENT NOTIFIED? _____ | TIME _____ | WHO _____ | |

ADDITIONAL INFORMATION & FOLLOW-UP NEEDED

SIGNED _____
BADGE # _____

APPROVED BY _____
DATE _____



EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS

| | | |
|---|----------------------------------|---|
| NAME | DATE OF INJURY OR ILLNESS / / | TIME OF DAY <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. |
| HOME ADDRESS (Number, Street, City, Zip Code) | | |
| WHERE DID ACCIDENT OR EXPOSURE OCCUR (Number, Street, City, Zip Code) | | |

DESCRIBE THE INJURY OR ILLNESS AND HOW IT OCCURRED

NOTICE OF POTENTIAL ELIGIBILITY FOR BENEFITS

You may be entitled to one or more of the following benefits provided for you at your employer's expense, depending upon your individual situation: medical treatment, compensation for lost time related to this injury, compensation for a permanent impairment, vocational rehabilitation, and/or death benefits. Compensation is based on a percentage of your earnings. If you are hospitalized or off work for more than 3 days as a result of this injury, you will receive your first payment of compensation or a notice within 14 days of your employer's notice or knowledge of this injury. Along with your first payment, you will also receive a pamphlet describing more fully compensation benefits and procedures.

YOU MUST FILE THIS CLAIM FORM WITH YOUR EMPLOYER TO PROTECT YOUR RIGHTS

Failure to file this claim form will preclude you from receiving any late payment penalty that may be due and will also preclude your right to pursue further legal remedies.

If you need assistance in completing this form or have any questions regarding your work injury you may contact the State of California Office of Benefit Assistance and Enforcement by calling 1/ (415) 557-1954. This service is provided to you at no cost. You also may consult an attorney.

I gave this form to my employer on (date) _____, 19_____.

EMPLOYEE: Keep copy marked "EMPLOYEE'S TEMPORARY RECEIPT " until you receive the dated copy from your employer.

EMPLOYER FILLS OUT THIS PART

| | | |
|--------------------------------------|---|-------------------------------------|
| Date of knowledge of injury / / | Date claim form was provided to employee / / | Date claim form was received / / |
| Name of Employer | | |
| Signature of Employer/Representative | | |

Employer: You are required to date this form and provide copies as marked, to your insurer and to the employee, dependent or agent who filed the claim.
Signing this form does not necessarily constitute acceptance of a claim.
Please return original to your local State Fund office.

**STATE
COMPENSATION
INSURANCE
FUND**

BASIC SAFETY RULES

- Safe 1. A good worker is a safe worker. Be sure you know the safe way to perform any job assignment. If you have any doubt, ask a Supervisor, Director of Security or Safety Co-ordinator. You are not expected, under any circumstances, to take unnecessary chances, risks, or to work under hazardous conditions without adequate safeguards.
- Safe 2. You are never to put your life in danger. Your job is to observe and report.
- Safe 3. Always report any unsafe condition or unsafe practice to a Supervisor, Director of Security or Safety Co-ordinator immediately.
- Safe 4. Freely give your suggestions and recommendations for improving health and safety conditions: they are always welcome and can help us all.
- Safe 5. Keep your hands out of your pockets while on stairs and use handrail. Walk, do not run, up or down stairs. Never use elevators when responding to smoke or fire alarms or during power failure.
- Safe 6. Take special interest in new or inexperienced employees by calling their attention to dangerous practices and by teaching them a safe method of doing their work.
- Safe 7. Obey warning tags and signs. They are posted to point out hazards.

Safe 8. Horseplay and practical jokes can be dangerous and will not be tolerated.

Safe 9. Report any and all accidents to a Supervisor, Director, of Security or Safety Co-ordinator immediately, whether or not anyone is hurt. In case of injury get first aid at once.

LIFTING:

Safe 10. Do not lift awkward or especially heavy materials by yourself. It is not in your job description. Get help.

Safe 11. Smaller objects that you are capable of moving or lifting; inspect the object for sharp corners, nails or other things that may cause injury.

HAND TOOLS:

Safe 12. Small hand tools used by security personnel must be used properly and not counter to the tool's intended purpose.

Safe 13. Security officers or dispatchers are NOT TO USE power tools. If something breaks, there are client designated persons who are trained to use power tools.

Safe 14. For small tools that we might utilize; NEVER leave tools lying around on benches, near work area, or on the floor.

Safe 15. Garden tools must be rolled and stored in such a way as to NOT BE A SAFETY HAZARD.

Safe 16. Never use broken tools!

MACHINERY:

Safe 17. Security officers are forbidden to operate any and all machinery of clients other than control gate buttons, operation of gate, manual detex clocks. Do not ask to use client's equipment.

HOUSEKEEPING:

- Safe 18. Good housekeeping is essential in the office, as well as at all "guard stations" whether at a desk, in a guard house or security control station. Every employee has the responsibility of keeping these places clean, neat, and orderly.
- Safe 19. Good housekeeping is the foundation for a safe, healthful and pleasant place to work.
- Safe 20. The general rule for good housekeeping is, "A place for everything and everything in it's place."
- Safe 21. Keep materials and equipment out of aisles, passageways and off stairways.
- Safe 22. Return clip boards, log books and equipment to proper storage place after use.
- Safe 23. Keep floors dry; avoid spilling liquids; wipe up all spills immediately.
- Safe 24. Dispatchers/telephone operators are to keep beverages off front counter.
- Safe 25. Flammable materials are not to be stored at guard stations, guard houses, or security desks. This includes newspapers and magazines.
- Safe 26. Trash baskets at guard houses that do not have "Janitor Service" are to be emptied every night. This is everyone's responsibility. This should be done at shift change.

ELECTRICAL EQUIPMENT:

- Safe 27. Security officers and dispatchers are not to use any electrical office type equipment if their hands are wet.
- Safe 28. All office machines are to be used for intended purpose only.

- Safe 29. Client's office machines and equipment are not to be used.
- Safe 30. Security officers are "SECURITY GUARDS" and not electrical repairmen. Security officers are not to attempt to fix electrical wires.
- Safe 31. In the case of overheating, sparking or smoking motors, wiring, and other electrical equipment; TURN OFF the power and report the conditions to a Director of Security Eye.

LADDERS:

- Safe 32. Security officers have no need to use a ladder at a client's facility.
- Safe 33. At the Security Eye office and storage facility; when using a ladder, select one with the proper kind of safety feet and clamp. Ladder must be properly placed and secure on a flat surface. It must be securely in place.
- Safe 34. Never work on the top step of a ladder.
- Safe 35. NEVER use makeshift ladders!
- Safe 36. Do not leave tools on the top of a stepladder or any other elevated place from which they might fall.
- Safe 37. Do not overreach from ladders - Stay within safe limits of balance and never try to shift a ladder while you are on it.
- Safe 38. Face the ladder and use both hands going up or down.
- Safe 39. NEVER use a broken ladder.

PERSONAL PROTECTION DEVICES:

- Safe 40. Security officers must wear "Hard Hats" at client's facilities when and where required.

- Safe 41. All personnel must wear "Safety Glasses" where required. The S.O.P. of each client will specify requirement.
- Safe 42. For safety, only "Clip-on" ties will be worn when required as part of the uniform.
- Safe 43. Security officers are not to wear jewelry.

FIRE PREVENTION:

- Safe 44. All employees are to be involved in Fire Prevention. You are to keep things that may start fires away from things that burn.
- Safe 45. Observe no smoking regulations where posted. They are for everyone's protection.
- Safe 46. Keep fire-fighting equipment and fire exits clear and ready for immediate use.
- Safe 47. At the corporate office solvents and flammable liquids are a major source of fire. Use as little solvent as is necessary to do the job. Keep solvents in self-cleaning containers and do not use solvents around sparks, flame or excessive heat.
- Safe 48. At the Security Eye office, flammable liquids and solvents are to be in designated areas only.
- Safe 49. At guard houses in the field, flammable liquids and solvents are not permitted.
- Safe 50. Security guards who are assigned to rove a facility must be watchful of fire hazards.
- Safe 51. Security guards who are assigned to rove a facility must make every effort to keep fire lanes clear.
- Safe 52. The Security Eye Patrol office and all Security Eye Patrol, Inc. guard stations, guard houses, and guard desks are NO SMOKING ZONES.

- Safe 53. IN CASE OF "FIRE" call the Fire Department first then sound the alarm. Always know the address of the location at which you are working. Inform S.E.P. office A.S.A.P.
- Safe 54. All personnel should know the location of fire exits and fire extinguishers.
- Safe 55. If you see a fire hazard and can't do anything about it yourself, report it at once to supervisor or Director of S.E.P.

HEALTH:

- Safe 56. Security Guards: in case you begin to feel ill on the job, call a Director of Security - 455-1666. The Director will begin the process of getting you a relief.
- Safe 57. It is important that you come to work well rested with a proper meal. Fatigue caused by lack of sleep or food decreases efficiency and is a factor in many accidents.
- Safe 58. If fly spray or bug spray is used by our employees at the office or guard site, ALWAYS READ THE LABEL before using. Wash and clean any and all counter tops and seats after spraying. Remove all food, lunches, etc. before spraying. Wash your hands after use.

EARTHQUAKE:

- Safe 59. Security Eye has an earthquake policy for safety of all. All Security Eye personnel are responsible to know and read the policy.
- ✓ Safe 60. The Security Eye earthquake policy is to be at all guard houses, security stations, and if not posted must be in all Security Eye "Standard Operation Procedures."

FLASHLIGHTS:

- ✓ Safe 61. There is to be a "working" flashlight at the front dispatcher desk.
- Safe 62. All security personnel who work at night are STRONGLY RECOMMENDED to have a working flashlight for their safety.

SCOPE OF DUTIES:

- Safe 63. All personnel are reminded that they are to perform their duties within their job description, being continually aware that safety comes first. You are not being paid to put your life in danger.
- Safe 64. OBSERVE AND REPORT IMMEDIATELY!

TRAFFIC AND MOTOR VEHICLES:

- Safe 65. Personnel engaged in, near, or around moving vehicles must take extra effort and precaution for their safety. BE CAREFUL - NEVER ASSUME that a person driving a motor vehicle sees you. NEVER ASSUME - BE CAUTIOUS when working near motor vehicles.

MOBILE PATROL OFFICERS:

- Safe 66. Observe and adhere to all vehicle code laws.
- Safe 67. Stay in contact with the dispatcher!
- Safe 68. If you come upon a suspicious vehicle or any vehicle the driver or passenger of which appears to be following or harassing you, attempt to get a license plate number and write it down as well as call it in to the dispatcher.
- Safe 69. NEVER PICK-UP HITCHHIKERS!
- Safe 70. When checking a facility and there appears to be a break-in, NEVER proceed to further investigate. For

your safety, go immediately back to the patrol vehicle and "Call-in" to the dispatcher. "Ask" for the police to be called. Meanwhile you stay out of sight and Observe and Report. Your safety comes first!

Safe 71. If your job assignment does not have a guard station and you must "work" out of your vehicle, park in a safe place. Park in a way that you can see as large an area as possible.

- a. When someone approaches you, turn on your headlights.
- b. Do not get out of your vehicle unless you know who the person is.
- c. If the person is unknown, you can talk through your open vehicle window.
- d. If the person is not authorized, ask them to leave. If it is safe, take down the persons vehicle description and plate number as well as their description.
- e. It may be necessary for you to leave and go to a pay phone to call the S.E.P. dispatcher for police.

NIGHT DISPATCHER:

Safe 72. At night when the office is closed, NEVER admit anyone into the locked office that you do not recognize as a Security Eye employee. NEVER! Your safety comes first. When in doubt, if there is no record of someone who is claiming to be an employee, call a Director BEFORE you allow the person to enter.

Safe 73. Strangers and or non-employees who may tap on the locked door or window and request to use the phone for help, due to vehicle problems, are NOT TO BE ADMITTED! You may make the non-long distance call for them.

Safe 74. Should you ever feel threatened by someone standing outside, causing a disturbance outside, call the Police right away and notify a Director immediately.

GENERAL:

Safe 75. Safety is a 24 hour a day practice, on the job and off the job. Always be cautious of SAFETY: teach it, practice it.

Safe 76. Always be a safe pedestrian. Stay alert and don't jay-walk.

Safe 77. Be a safe driver - Drive defensively. Stay alert.

Safe 78. REMEMBER - We do not expect you to put your life on the line.

Safe 79. The life you save may be your own!

Safe 80. If you have an on-the-job accident, notify a Director immediately. Record the accident in the log book.

Safe 81. All employees of this company are responsible for the safety of self and others. Failure to follow safety rules, regulations and policy of Security Eye and that of our clients will result in disciplinary action.

Safe 82. Some clients have chemicals of various types at their facility. The security guard should be careful when near or around these areas.

a. Never walk through chemical spills.

b. Report any and all spills immediately.

WEAPONS:

Safe 83. Hand guns, rifles, firearms are not permitted at the job site unless the security officer has a STATE OF CALIFORNIA firearms weapon permit and

unless a Director of Security Eye approves a weapon at the job site.

Safe 84. Clubs, hoe handle, knives, or anything that could be deemed a weapon are NOT PERMITTED at the job site.

Safe 85. Night sticks/batons with the holder having a State of California permit may be carried by Security Eye officers, ONLY when authorized by a Director of Security Eye.

DOGS:

Safe 86. Employees may not have dogs or any pets at the job site.



SECURITY EYE PROFESSIONAL TRAINING GUIDE

FIRE PREVENTION AND CONTROL I

SAFETY FIRST

1991

GOAL:

Prevent fire in and around the job site. Respond if a fire breaks out.

LESSON CONTENT:

- I. **Overview:** Nothing can cripple an organization faster than suffering a disastrous fire. Lives may be lost; millions of dollars may be lost in damage; the entire operation may be brought to a halt—perhaps permanently. For these reasons, the prevention and control of fire must obviously be one of Security's top responsibilities.

There are many things that uniformed security officers must do in the pursuit of fire prevention and control. But those many things can be conveniently grouped under three headings that are easy to remember. The three are PREVENT, NOTIFY, and REACT. The officer's primary aim is to prevent fires from ever starting in the first place. But if a fire does start, an officer's first responsibility is to notify fire authorities. Then the officer must react in whatever way the situation dictates (by evacuating personnel, extinguishing flames, or doing whatever is most crucial in the present situation).

This lesson will now examine the three overall areas of officer responsibility: preventing, notifying, and reacting.
- II. **Preventing Fire:** Security officers who manage to control a fire, if one breaks out, deserve good marks. But officers who prevent fire from ever starting at all rate top marks. Fire prevention is the number-one aim of fire security protection. Here are the elements of fire prevention.
 - A. When officers make their regular patrol rounds, they should be alert for fire hazards. If they spot a hazard, they should take steps to have it corrected. Some areas, such as paint lockers, spray booths, flammable storage areas, and cafeteria ranges are such high-hazard potential spots that they should be added to the officer's regular inspection checklist and looked at on every inspection round. Other items that officers should watch for are these:

1. Electrical tools and appliances, such as soldering irons, that may be left plugged in.
 2. Frayed, jumbled, or haphazard electrical wiring-or multiple cords in an outlet.
 3. Flammables, such as paint thinner or gasoline, that may be stored improperly.
 4. Overheated machinery motors, or compressors.
 5. Defective fluorescent light ballasts. While these usually just smoke and smell bad, they can cause fires. Report such defects immediately and, if possible, turn off the light circuit until repairs are made.
 6. Oily rags. These should be stored in sealed cans.
 7. Combustible packing materials, such as sawdust, cardboard, shredded paper. These materials should be stored away from heat sources such as radiators, steam pipes, machinery, or furnaces.
- B. Also while on patrol, officers should use their senses to detect any early signs that indicate the possible beginning of a fire. Look, smell, and listen. Officers should check out any unfamiliar or suspicious odor. They should listen for any crackling of fire, however faint. Officers can even bring their sense of touch into play. Hold the back of the hand against the door or windowpane of any area that cannot be entered. A fire inside will cause the surfaces to heat up. Similarly, officers should feel the wall plates and wall areas adjacent to electrical outlets, for warm or hot spots. Such spots are frequently associated with dangerous wiring problems.
- C. Officers should learn to recognize the various odors associated with fires. For example, an electrical fire smells different from a wood fire, and a chemical fire smells different from both. (The local fire department may provide training, using small, controlled fires of different origins.)
- D. Whenever a hazardous condition is noted, the officer should either fix it there on the spot or call it to the attention of the proper department head at once. Delay in reporting improper storage practices, waste disposal, or other dangerous negligence can be disastrous.
- E. Fire equipment must be checked at least once every day (weekends and holidays included). The equipment should be in place, charged and ready for use.
- F. Employees who do not follow fire safety rules should be written up. They are endangering both property and lives. This applies particularly to those who violate no-smoking area rules.

- G. During electrical storms, vulnerable equipment and materials should be protected from exposure to the danger. Stockpiles of wood or other combustible materials should be adequately covered, or even removed from the hazard area.
 - H. In fuel storage areas, officers should be especially alert for leaks, improper storage, or unsafe practices. Fuels such as propane, butane, gasoline, and kerosene can be incredibly dangerous.
 - I. The fuel storage areas mentioned above, as well as any other volatile areas with special fire vulnerability, should be secured from access by the public, and officers should check the security of these areas during each patrol tour.
- III. Notifying firefighters; Suppose a fire does start, despite all Security's preventive precautions. The security officer's first responsibility is to get an alarm call in to the local fire department. The only exception to that rule would arise when the officer first must attend to the removal of persons whose lives may be in immediate danger. But even in that case, the officer must put in the alarm call as quickly as humanly possible. Time is vital. The first few minutes are the most important. Any fire should be reported immediately.
- A. Call by Phone: Using a pay phone if necessary, the officer should call the local fire department, whose number the officer should know. Phone stickers are available from the fire department in most areas. If the fire department number is not available, the officer should call the 911 emergency number.

The officer should give the phone number he or she is calling from, in case anything forces the officer to leave the phone in a hurry. Then the officer should give the location of the fire and anything known about its nature and origin. California Plant Protection, Inc., a major contract security agency, trains officers to remember this information by thinking of the memory-jogging acronym TACT:

 - T FOR the Telephone number you're calling from
 - A for the address where the fire is
 - C for the Cross street, if any (Fourth and Main is easier to find than 1238 Main).
 - T for the Type of fire if you know it (wood, electrical, chemical, trash, brush, etc.)

"Always use TACT in phoning in a fire," says CPP.

If the plant area is large, the officer should also try to give the fire department the precise location on the property—for example, "Building 5, on the south side of the property."

After calling the fire department, the officer should notify the security department supervisor immediately, if that person is not already there on site.

B. **Fire Alarms:** Officers should also be familiar with the location of all alarm boxes on the property and on the street nearby. If no telephone is available, the officer should quickly use the nearest fire department pull-box alarm.

One type of alarm box requires breaking a thin piece of glass over a switch, which the officer then pulls. Officers must remember: Just breaking the glass does not set off the alarm. The switch must be pulled. Officers should be careful when they break the glass. Do it with a flashlight, shoe heel, or other object—not with the hand. The last thing needed is a medical emergency on top of the fire emergency!

Another type of alarm box simply has an exposed lever that must be pulled. Some buildings have automatic alarm systems that are set off by smoke, gases, or excessive heat. Often, these systems also set off an automatic sprinkler system, and in many cases they cause a bell or other alarm to sound inside the plant, warning workers to evacuate.

There is a crucial issue concerning fire alarms. It is the fact that not all alarms cause a message to be sent to the fire department. Some alarms only ring a bell, activate fire doors, turn on sprinklers, and cause other effects at the site itself. It would be tragic folly for an officer to pull one of these alarms and then stand and wait, thinking he or she had summoned fire-fighters. Security officers must be aware of which alarm boxes, on the property and nearby, are actually connected to the fire department.

In some emergencies, a security officer may have to send a plant worker to a street alarm box. In such a case, the officer should send along a second worker, a minute later, to check. Various things could happen to the first worker. One or both of these people should stay at the alarm box to direct the firefighters when they arrive.

IV. **Reacting to the Fire:** Once the fire department has been summoned, security officers may be able to take steps to preserve life and property or to keep the blaze within limitations.

A. While plant and property are important, the first concern of a security officer must be the safety of human lives. When a fire is detected, employees must be evacuated from the area immediately! This evacuation must be done in a controlled, calm, and regulated manner, avoiding panic at all costs. Once removed from the area, employees should be kept at a safe distance until the fire officials have given the all-clear to reenter the area.

- B. As soon as personnel have been evacuated, officers should see whether steps can safely be taken to keep the fire from spreading. Fire needs both air and fuel to feed its flames. Close any windows, doors, and fire doors. Shut off all air shafts, circulating devices, and air conditioners. Remove any nearby combustible materials. However, officers should do these things only if they judge it safe to do them. A dead hero is just that-dead.
- C. Officers should try to determine whether any electrical circuits should be turned off. Fires of an electrical origin are difficult to control unless the current is stopped. The same principle applies to shutting off power to machines and gas to open-flame furnaces.
- D. If a fire is small enough and contained enough, security officers may try to put it out with the plant fire extinguishers. Scrupulous judgment must be exercised here however. Officers must be sure there is a minimal danger of their being trapped in a holocaust. Otherwise, the fire is better left alone for the fire department to battle.

If officers do use extinguishers, it is vital that they use the right type of extinguisher for the fire. All commercially sold extinguishers are marked by type, according to a classification system developed by the National Fire Protection Association. The officer should know what type each extinguisher in the building is, and should not use the wrong extinguisher on a fire.

1. Class "A" fires involve ordinary combustibles such as wood, paper, or trash. They can be attacked with water extinguishers, ABC multipurpose powder, extinguishers, or hoses. Some halon extinguishers are also suitable. All appropriate extinguishers will be marked for Type A.
2. Class "B" fires involve flammable liquids, such as gasoline, oil, paint, solvents, and grease. For these fires, use CO₂, halon, or multipurpose powder extinguishers. But never use water. Water can simply spread the flaming liquid. Use an extinguisher marked for Type B.
3. Class "C" fires involve electrical equipment. Again water is forbidden. It could cause electrocution or could spread the sparking. Multipurpose dry chemical, halon, or CO₂ may be used. Look for an extinguisher marked Type C.
4. Class "D" fires involve combustible metals such as magnesium and sodium. Industrial operations using these metals will have special extinguishing agents nearby, marked for Type D. Officers whose post includes these operations should be certain they know where the extinguishing agents are located.

- E. **Aiding Firefighters:** Security officers can be of assistance to the arriving firefighters in several ways:
1. Officers can mark or otherwise indicate any areas that might present a special hazard to firefighters- for example, those containing fuel, chemicals, vapor-emitting plastics, explosives, radioactive substances, or highly flammable materials. Fire officials must be made aware of these hazards at once.
 2. Officers should be on hand when firefighters arrive, to direct them to the fire and to answer questions.
 3. Officers should realize that firefighters are in charge at the scene of a fire. The top fire official at the scene has authority over everyone else, including Security, police, even the president of the company. Don't argue with firefighters; obey their directions instantly.
 4. If a sizable number of security officers are on duty, they can back up firefighters by taking strategic positions.
 - a. At the fire entrances to the areas.
 - b. At entrances or exits of any affected areas that an employee or another person might try to use.
 - c. At fire hydrants that fire officials may want to use.
 - d. At intersections or traffic avenues where fire hoses are laid out. These are high-pressure hoses. Even a light vehicle, driving over one, can cause it to rupture.
 - e. At any fire equipment station.
 - f. At the area of personnel containment.
 - g. At any classified, high-security building. Sometimes industrial spies set fires as a diversion, to draw security away from an area.
 - h. At any communications or command post area, or at any location that the fire official in charge asks to have covered.
- V. **After a Fire:** After the hazard has been eliminated by the fire department, and the all-clear has been given officially, the security officer's job at the scene is still not finished:
- A. Officers should remain at their assigned posts until officially relieved by their superior officer. Officers should not ask a firefighter for permission to leave. That official may not realize that the security department supervisor will want security to remain there for special reasons.
 - B. Officers should keep out everyone who has not been authorized by fire or security officials to reenter the area.

- C. Officers should stay out of fire-damaged areas themselves. The burned shell of a building can become a death trap for the unwise intruder. Floors can give way without warning, roofs and walls can collapse, and toxic fumes are an ever-present danger.
- D. Stay off roofs. Once weakened, they are never safe.
- E. Officers should not smoke or allow others to do so in the area. There is no way of knowing what gases or fumes may have been released by the fire damage.
- F. While still in the area, officers should be alert for any sign of the fire restarting. Embers from a seemingly dead fire can hide under rubble and blaze up again later without warning.
- G. If officers are ordered into the area for search and rescue operations, they should be cautious of touching objects or materials. Metal stays dangerously hot for a long time. Gloves, a tool, or other protection should be used to move debris.
- H. If a body is located, officers must not move it themselves. Rather, they should mark the location and call police or other officials.
- I. Injured persons should not be moved. This is the responsibility of paramedics or other medical personnel. Officers may administer first aid, but only if they are trained to do so safely and competently.
- J. Officers should stay in radio contact with their command post. They should relay any information and obey, at once, any commands given.

EARTHQUAKE PROCEDURES

When an earthquake strikes the earth may pitch and roll for a minute or two. The motion is frightening, but unless it shakes something down on you it is harmless. Your chances of survival are great if you keep calm and:

DURING THE EARTHQUAKE:

1. If indoors, stay indoors. Stay away from windows and hide under sturdy furniture or stand in a doorway. Try to stay in the center of the building.
2. Don't rush for stairs, doors or elevators. Stairs have a tendency to break during earthquakes, and elevators jam. You're better off indoors anyway.
3. Watch out for falling objects such as light fixtures and filing cabinets.
4. Don't use candles, matches or other open flames.
5. If outdoors, get to a clear area. Watch for toppling trees, buildings or electrical poles.
6. If in a moving car, stop, but stay inside. Do not run through streets.

AFTER THE EARTHQUAKE:

1. Check for injuries to your fellow workers or others, but don't attempt to move anyone who is seriously injured unless they're in immediate danger of further injury.
2. Check around for damage in the area. Utility lines and equipment could be damaged, in which case you want to shut off main gas valves, electrical power or water mains. Fire could occur from spills of chemicals, so all spills should be cleaned up. Report damage to appropriate utility companies.
3. Don't use electrical switches, appliances, water lines or open flame until all of these potential dangers are cleaned up.

4. Stay clear of all metal fences. Power lines could have fallen away from sight, making the fence an electrical carrier.
5. Turn on radio for instructions and news.
6. Do not use telephones except to report medical, fire or violent crime emergencies.
7. Don't go sight-seeing. Stay out of severely damaged buildings; aftershocks can shake them down.
8. Be prepared for additional earthquake shocks called "aftershocks". Though most of these are smaller than the main shock, some may be large enough to cause additional damage because of the weakened condition from the original quake.
9. Respond to requests for help from police, firefighters, civil defense and relief organizations.

There are no rules which can eliminate all earthquake danger; however, damage and injury can be greatly reduced by following the simple rules above.

In order to maintain the safety of our officers, clients, property, and general welfare of all, we strongly encourage each employee to follow the Earthquake Procedures. These procedures should be used as a guideline to inform one how to best cope with damaging earthquakes while on duty. We hope to minimize injury and damage, by educating the employees in basic procedure. Please study carefully. It would be advantageous, both personally and professionally, to learn these guidelines to safety.

EARTHQUAKE PROCEDURES

OFFICERS:

- Eq. 1. Take cover wherever safe, following the Earthquake Procedure guide.
- Eq. 2. When safe, check for emergency situations.
- Eq. 3. Industrial Accounts:
 - A. Check water, gas and electrical lines. If damaged, shut off at mains. Report damage to authorities.
 - B. Check for injuries.
 - C. When safe, check all property and report all damage in logs and to Security Eye Patrol.
 - D. Don't handle any metal fence. The fence could be carrying electrical current.
 - E. Check with management (if on premises) for further instructions.
 - F. If alone, check site and return to guard post to await instructions from the directors of Security Eye Patrol.
 - G. If emergency warrants departure, please make sure all is checked and secured, then report to S.E.P. with the keys for further information.
 - H. Only use telephone in an emergency situation; for example, injury or gas leak. No personal calls.
- Eq. 4. Patrol Division:
 - A. Take cover. If in the car, pull over and remain inside. If inside an account, follow inside earthquake procedures.
 - B. When safe, check the account at which you are present. Check for injury, leaks etc. Report damage to S.E.P. and authorities.
 - C. When completed, report to Security Eye Patrol, Inc. office to make sure the dispatcher is safe.
 - D. Wait at the office until director arrives.

Eq. 5. Social Events:

- A. When quake hits, get in a safe place, following the standard earthquake procedures.
- B. Try to calm other victims of the quake.
- C. When safe, check for injury, leaks etc. Report all damage to authorities and S.E.P..
- D. Get people moved to a safe place in preparation of aftershocks. Again keep people calm.
- E. Check with client for further instruction.
- F. Help with emergency care.
- G. Stay at job site until a director arrives.
- H. If emergency warrants departure, make sure all is safe before leaving. Report to S.E.P. office.
- I. Phones are to be used in an emergency only, such as fire or injury. No personal calls.

EARTHQUAKE PROCEDURES

DISPATCHERS:

- Eq. 1. When an earthquake strikes, get under the dispatcher's desk as soon as possible. Don't panic.
- Eq. 2. If possible, take a hand-held radio with you under the desk. This way, you will have contact with the directors.
- Eq. 3. Stay under the desk until the quake is over and until it is absolutely safe to exit.
- Eq. 4. When calm, check water, gas, and electrical lines. If damaged, shut off mains, call authorities, and exit the building.
- Eq. 5. When safe, exit the building, lock the door and wait in a safe place away from overhead electrical wires for a director to arrive. Take a hand-held, keys, and first aid kit with you, if possible. A director will arrive as soon as possible.
- Eq. 6. Phones are to be used only in an emergency for example, a gas leak or an injury. No personal calls.
- Eq. 7. If an emergency warrants departure, lock the office, check your family and come back. Officers and directors will be reporting to the office checking on your safety. Please, unless it is an emergency, wait for help.