

**Emergency Action Plan
Vacaville fire protection district
Double T Ranch, A Net-Zero Equestrian Center,
8325 Quail Canyon Rd
Vacaville, Solano County, CA
07.15.2022**



Purpose:

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for the **Double T Ranch, A Net-Zero Equestrian Center**. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected from any further harm during an emergency situation.

Authority:

California Code of Regulations, Title 8, Sections 3220, 3203, 6184, NFPA 1 Uniform Fire Code, section 10.9.

Scope:

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and consumer safety from fire and other emergencies. This plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical plant operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

I. Responsibility

A. Person(s) responsible for emergency planning and information is/are:

**Jim Nuti, Owner
(925) 335-6884**

B. Responsibilities of the Emergency Response Team

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and consumers from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.

- Ensure that staff and consumers are appropriately evacuating the facility or area based on the escape route assignments (see diagrams in attachment A).
- Assist in the evacuation of consumers and staff with disabilities that preclude them from using elevators during emergency situations, or altering security, fire, and police personnel of the last known location of the individuals.
- Perform medical duties as necessary to employees and consumers during emergency situations.
- Extinguish small fires with the use of a fire extinguisher.
- If instructed, account for all employees and consumers at the designated meeting location(s).

The list of the Primary and Secondary Responders is located in attachment B.

C. Training

Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Initially when the plan is developed;
- Whenever the employee's responsibility under the plan changes, and
- Whenever the plan is changed

D. Responsibilities of the Employees

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:

- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

During an emergency:

- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings.

II. Reporting Emergencies

- A. Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. When warranted, call 911 (9-911 if in a County facility). Be prepared to provide the responder with the nature and location of the emergency. Our address is:

**Dylan Mahoney, Supervisor
8325 Quail Canyon Rd, Vacaville, CA
Major cross street: Pleasants Valley Rd
(903)590-9799**

The Solano County Security division shall also be contacted by calling the radio pager at 707-447-2252 to advise them of the situation and for further assistance.

III. Employee Alarm Systems

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

Telephones

IV. Evacuation Route and Assembly Area Map/First Aid Kits

A. Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and their assembly point. See attachment A for evacuation maps for each floor(s) of this facility.

B. Location of First Aid Kits

As noted on the evacuation maps, **see attachment A for the First Aid Kits locations.**

C. Designated Meeting Locations

Once employees have evacuated the facility, they must meet in the meeting areas, (**see attachment A**) to check in with **Dylan Manhoney supervisor** who will be accounting for individuals. Those employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

D. Procedures for Critical Plant Operations

The operation of this facility does not require individuals to block, isolate, or secure contents that may result in further harm to the occupants of the facility. Therefore procedures are not necessary for those who may need to operate critical plant operations during an evacuation.

V. Fire Emergency Procedures

- a. Remove anyone in immediate danger.
- b. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- c. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- d. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- e. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department or Security of personnel trapped who may require assistance to evacuate.

VI. Earthquake Emergency Procedures

- a. If you are indoors, stay there. Take shelter under a desk, table, or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your hands and knees and cover your head with your hands and arms.
- b. [If you are in a high-rise building, stay away from windows, outside walls, light fixtures, filing cabinets and bookshelves. Do not attempt to use the elevators.]
- c. If you are outdoors, go to an open area away from trees, buildings, walls, roadways and power lines.
- d. If the building is evacuated, do not return until authorized.
- e. Beware of potential dangers after an earthquake such as escaping gas, unstable building structures, electrical hazards, etc. Also beware of aftershocks.

VII. Evacuation of the Disabled

- a. Persons with a disability (including a short term disability) limiting them from using the stairs will congregate in the lobby area by the elevator where they will be assisted by either an Emergency Responder or law enforcement personnel.
- b. In the event an emergency renders the elevator lobby unsafe or dangerous, an Emergency Responder will assist or carry the disabled person down one or more floors for pick-up and relocation.
- c. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.

A list of employees who will need assistance in the event of an emergency is included in attachment C.

VIII. Serious Injury

- a. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.
- b. Call 911 (9-911 if in a County facility) immediately if the victim is unconscious. Additionally, you should call for an ambulance if the

victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.

- c. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included at the end of this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and Security arrive.

IX. Hazardous Materials

- a. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.
- b. A Safety Data Sheet (SDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
- c. In the event of a hazardous material emergency:
 - i. Evacuate the area, securing access to the area when possible.
 - ii. Immediately call 911 (9-911 if in a County facility) and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the MSDS.
 - iii. If safe, remain in the immediate area and call Security at (707) 784-1600.
- D. The list of chemicals regularly used in this facility are in **the office**. **See below for the location.**



X. Bomb Threats

- a. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor, Sheriff's Dispatch at (707) 784-7000, and Security at (707) 784-1600. The supervisor shall immediately notify the department head of the situation.
- b. In the event of a bomb threat by telephone:
 - i. Get someone's attention and convey the nature of the call. Have them make the above notifications.
 - ii. Get as much information as possible from the caller. Ask the following questions:
 1. Where is the bomb?
 2. When is it going to explode?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What is the person's name or organization?
 - iii. Record the following information:
 1. Date and time of call
 2. Exact words of caller
 3. Age, sex, adult, or child
 4. Any speech pattern or accent
 5. Background noises
- c. For bomb threats by mail or for suspicious objects discovered:
 - i. Do not handle the letter, envelope, or package any further.
 - ii. Immediately notify Sheriff's Dispatch at (707) 784-7000.
 - iii. Notify Security at (707) 784-1600.
 - iv. Notify your immediate supervisor or department head.
 - v. Evacuate the immediate area if instructed to do so.

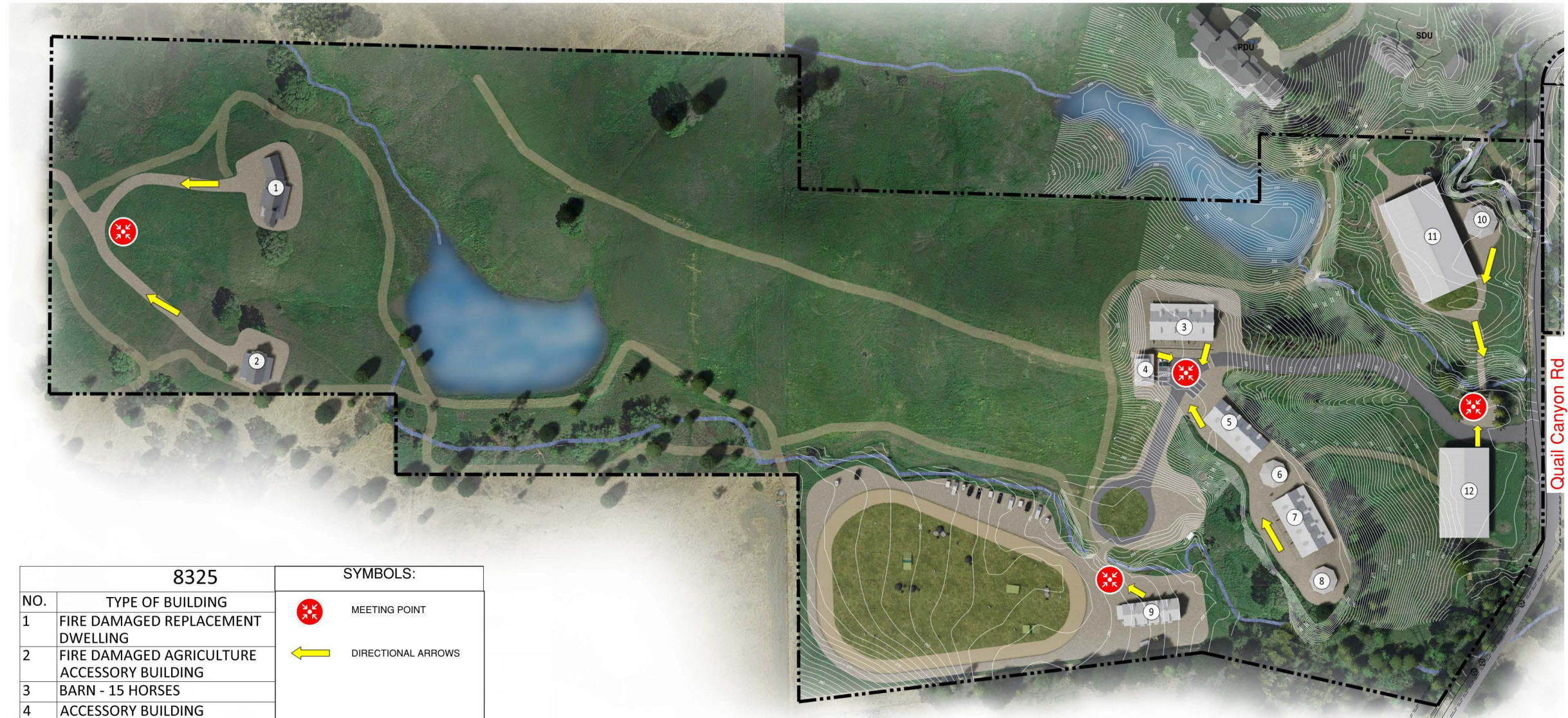
Attachments:



Attachment A- Flow chart of buildings with 1st Aid kit and fire extinguisher locations

Attachment B- First Responder List

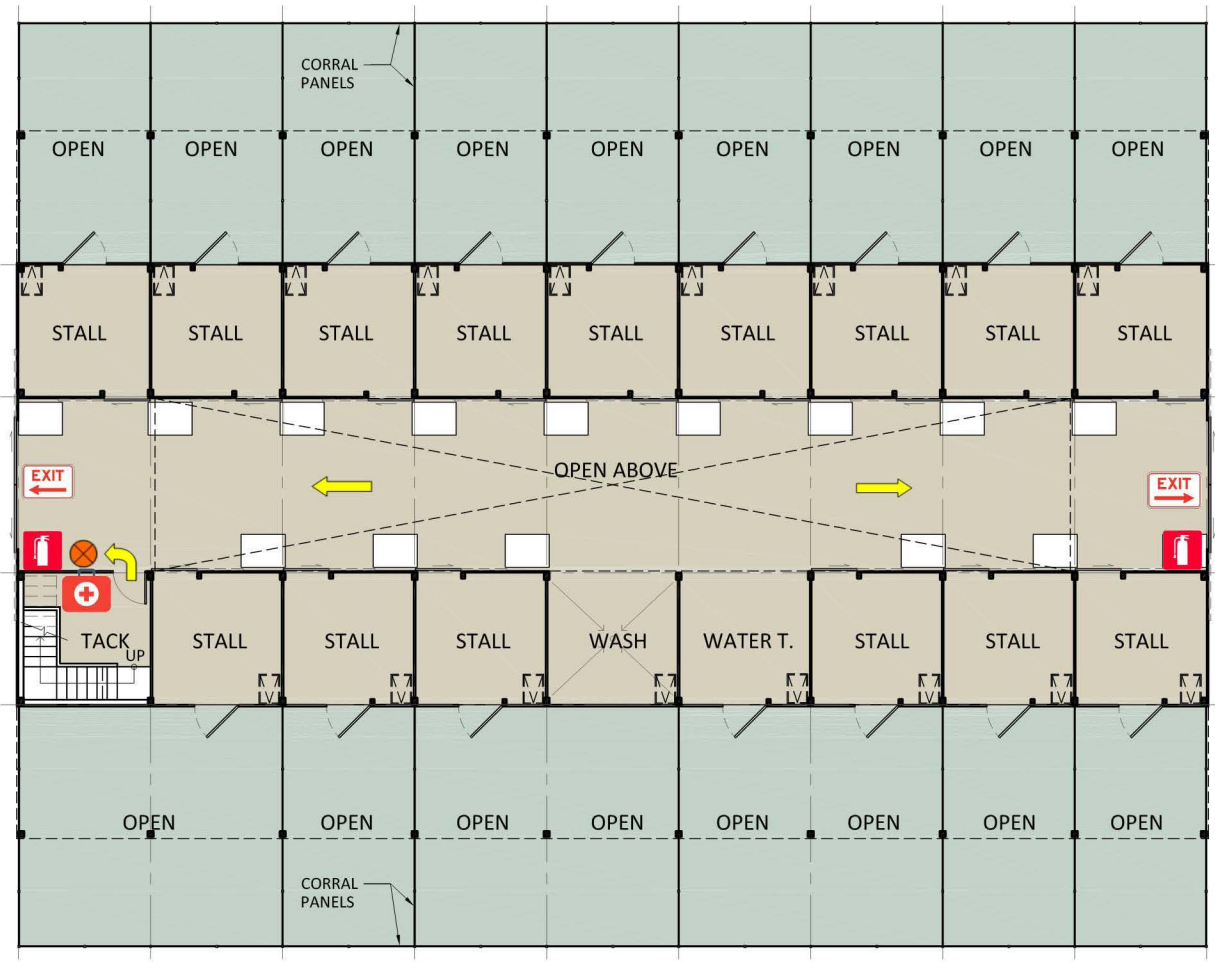
Attachment C- List of disabled employees

ATTACHMENT A - SITE PLAN

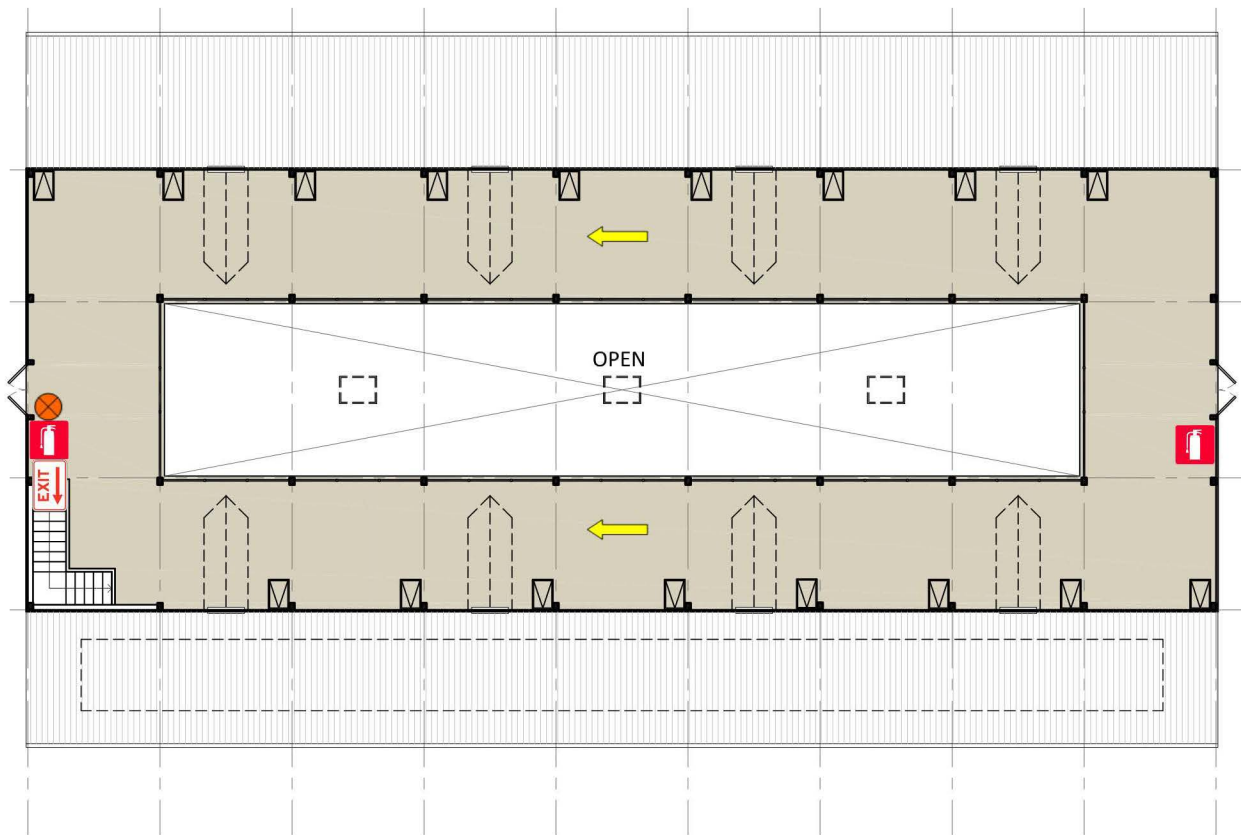


8325		SYMBOLS:	
NO.	TYPE OF BUILDING		MEETING POINT
1	FIRE DAMAGED REPLACEMENT DWELLING		DIRECTIONAL ARROWS
2	FIRE DAMAGED AGRICULTURE ACCESSORY BUILDING		
3	BARN - 15 HORSES		
4	ACCESSORY BUILDING		
5	BARN - 15 HORSES		
6	TRAINING RING		
7	BARN - 15 HORSES		
8	TRAINING RING		
9	ACCESSORY BUILDING		
10	TRAINING RING		
11	TRAINING ARENA		
12	TRAINING ARENA		

ATTACHMENT A - ANIMAL BARN TYPE I



NORTH ANIMAL BARN TYPE I - LOWER FLOOR PLAN



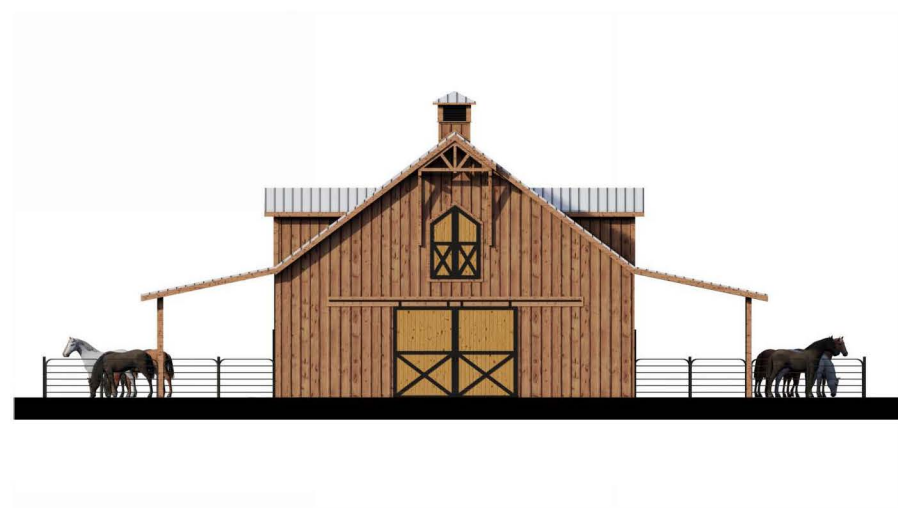
NORTH ANIMAL BARN TYPE I - UPPER PLAN



ANIMAL BARN (TYPE I) - PERSPECTIVE 1



ANIMAL BARN (TYPE I) - PERSPECTIVE 2



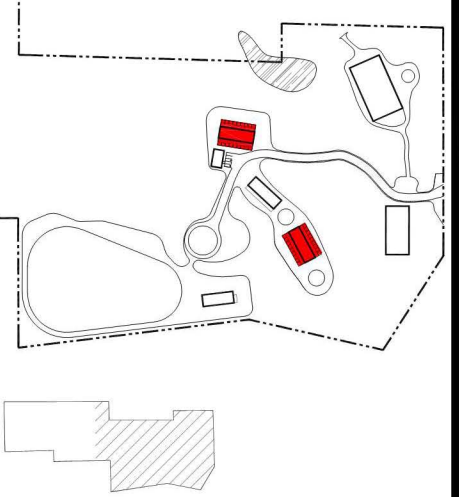
ANIMAL BARN (TYPE I) - ELEVATION

KEY NOTES:

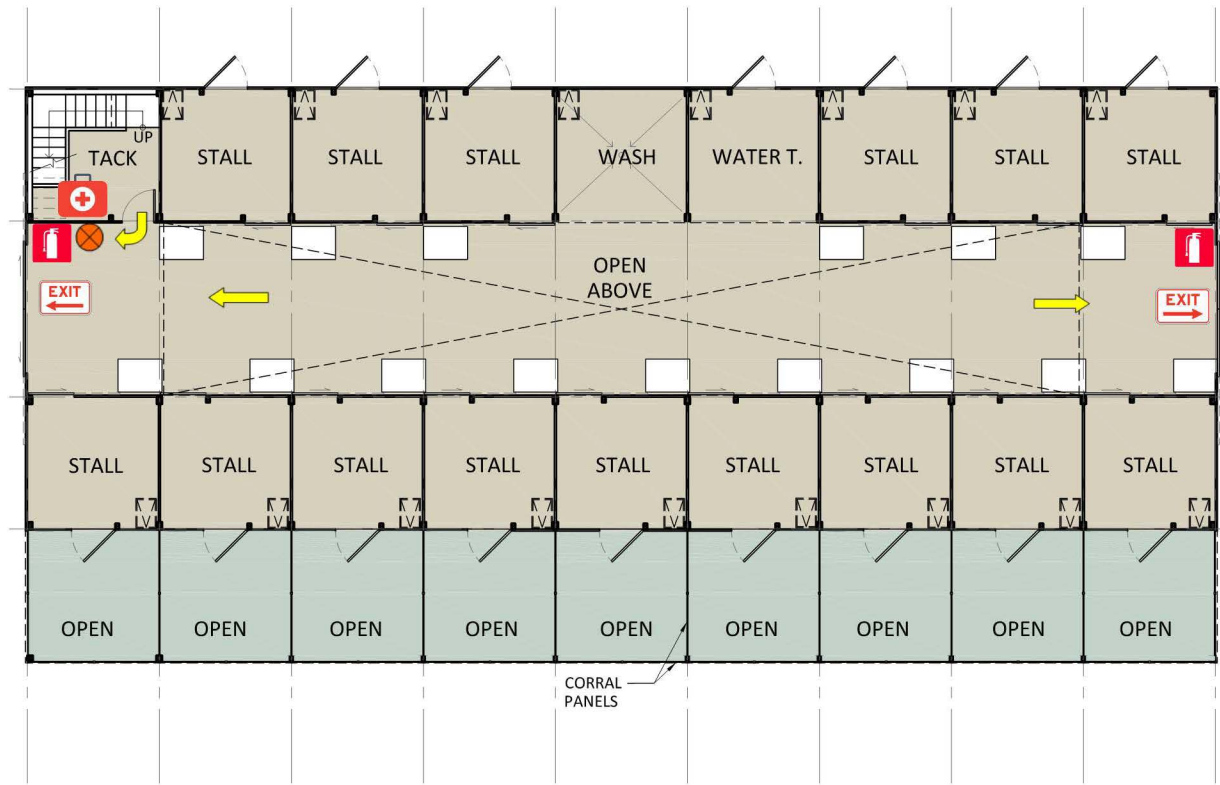
SYMBOLS:

- DIRECTIONAL ARROWS
- FIRE EXTINGUISHER
- FIRST AID KIT
- LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT
- RESTROOMS
- EXITS

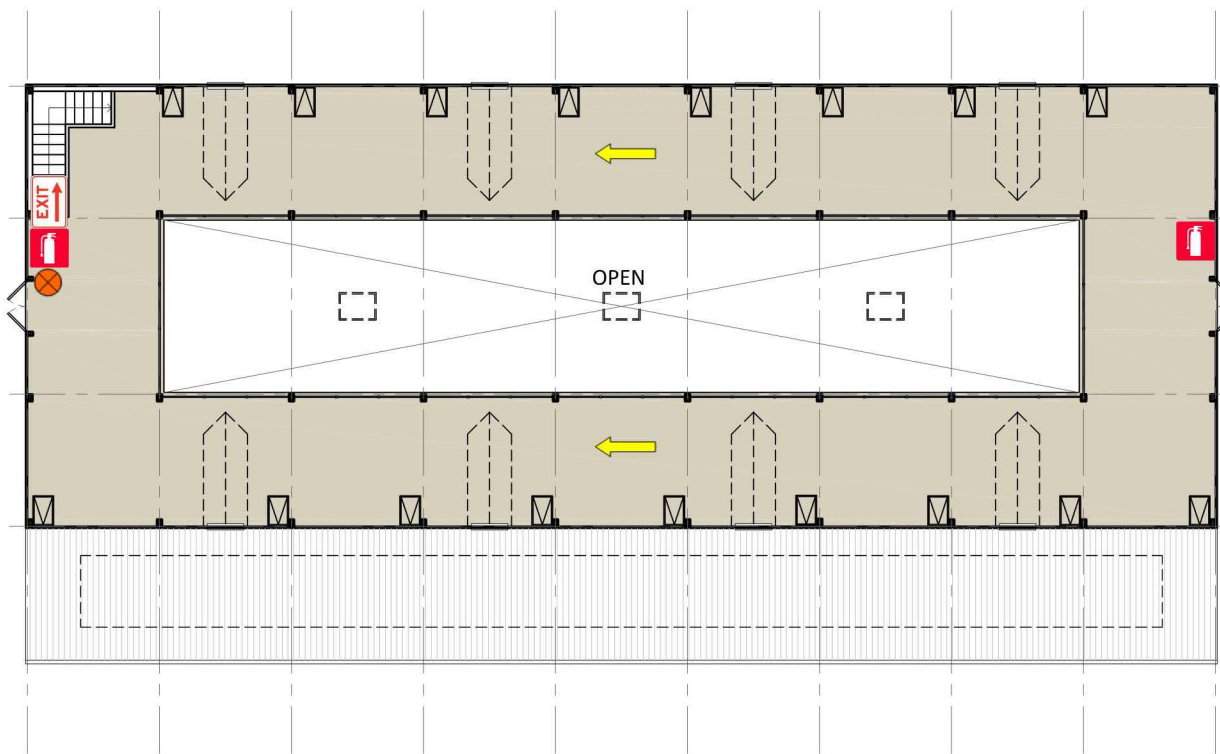
PARTIAL KEY PLAN:



ATTACHMENT A - ANIMAL BARN TYPE II



CENTER ANIMAL BARN (TYPE II) - LOWER FLOOR PLAN



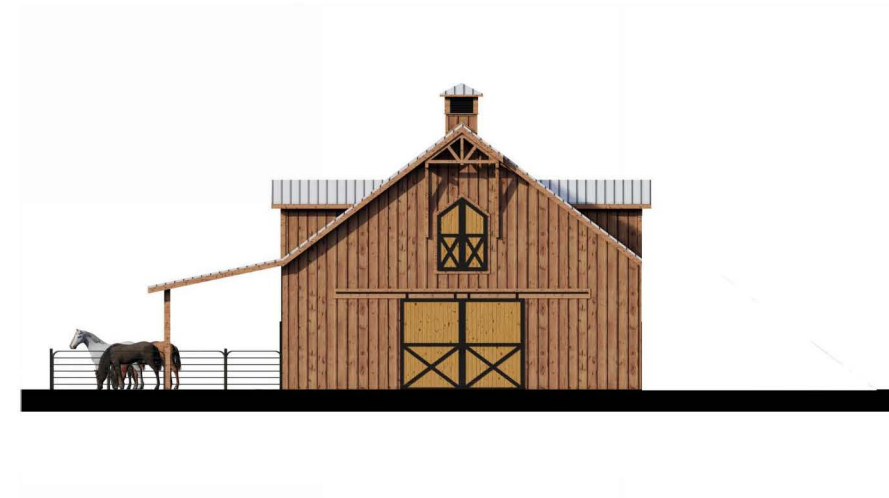
CENTER ANIMAL BARN (TYPE II) - UPPER PLAN



CENTER ANIMAL BARN (TYPE II) - PERSPECTIVE 1



CENTER ANIMAL BARN (TYPE II) - PERSPECTIVE 2



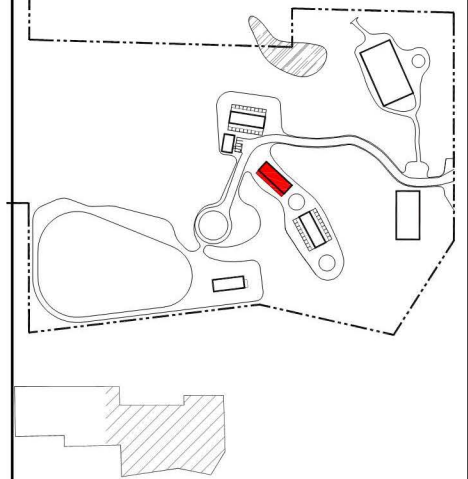
ANIMAL BARN (TYPE I) - ELEVATION

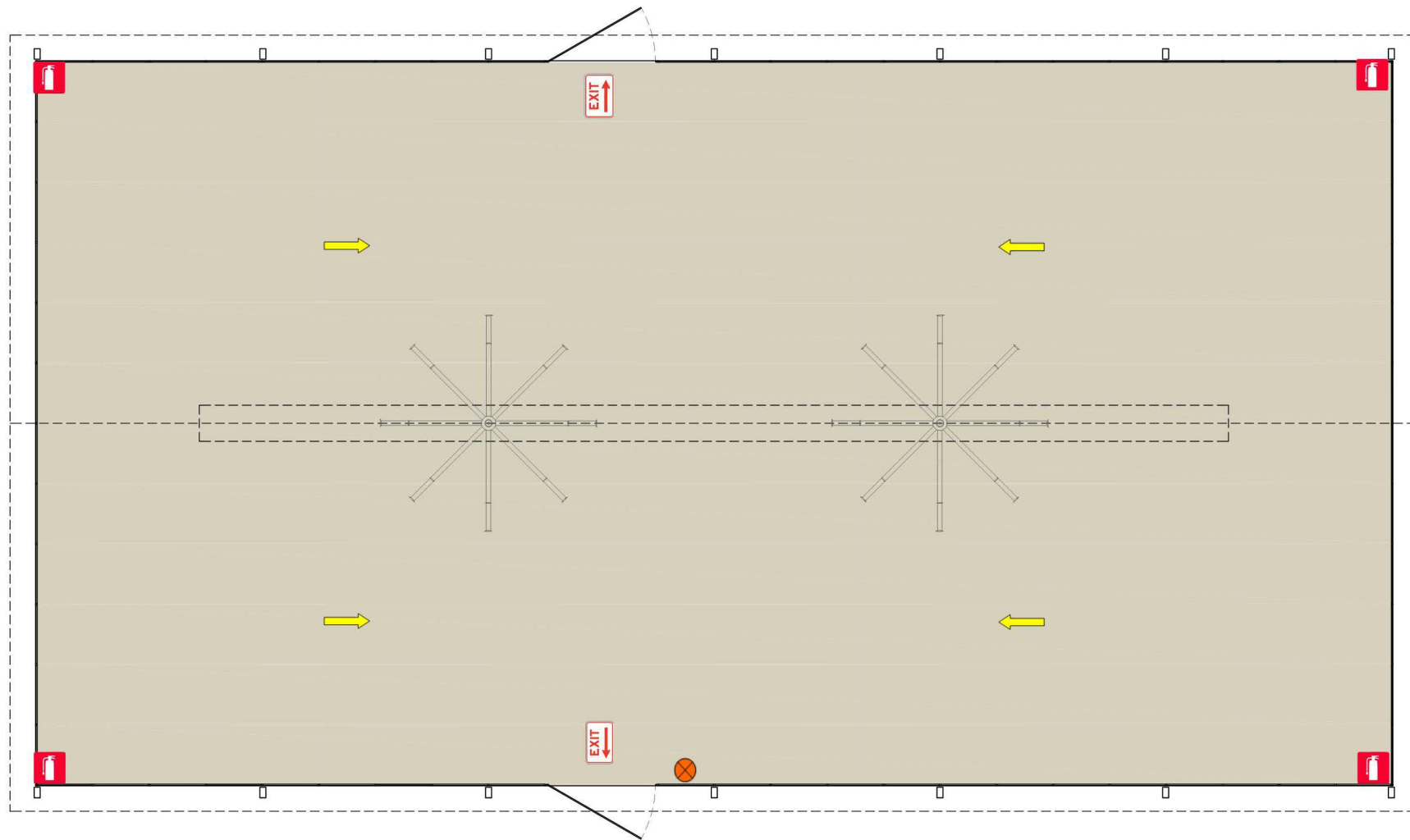
KEY NOTES:

SYMBOLS:

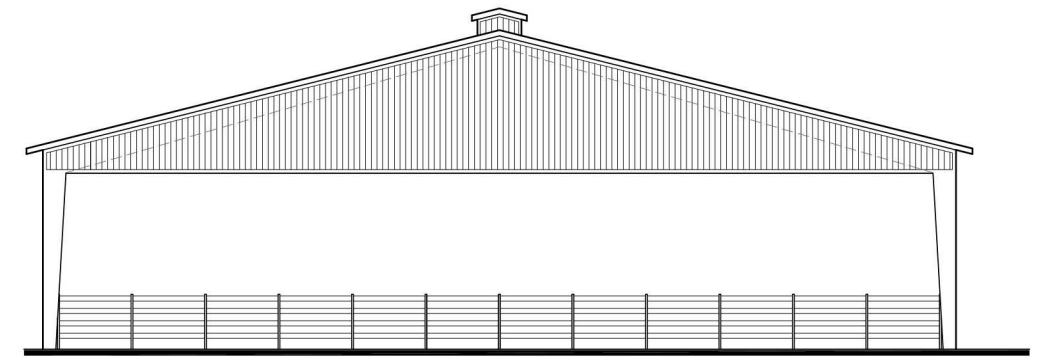
- DIRECTIONAL ARROWS
- FIRE EXTINGUISHER
- FIRST AID KIT
- LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT
- RESTROOMS
- EXITS

PARTIAL KEY PLAN:

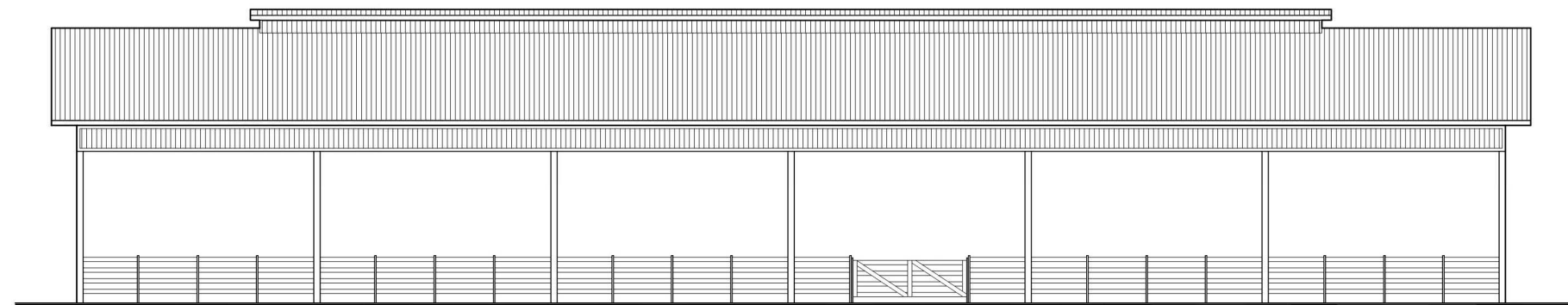




ARENA TYPE I FLOOR PLAN



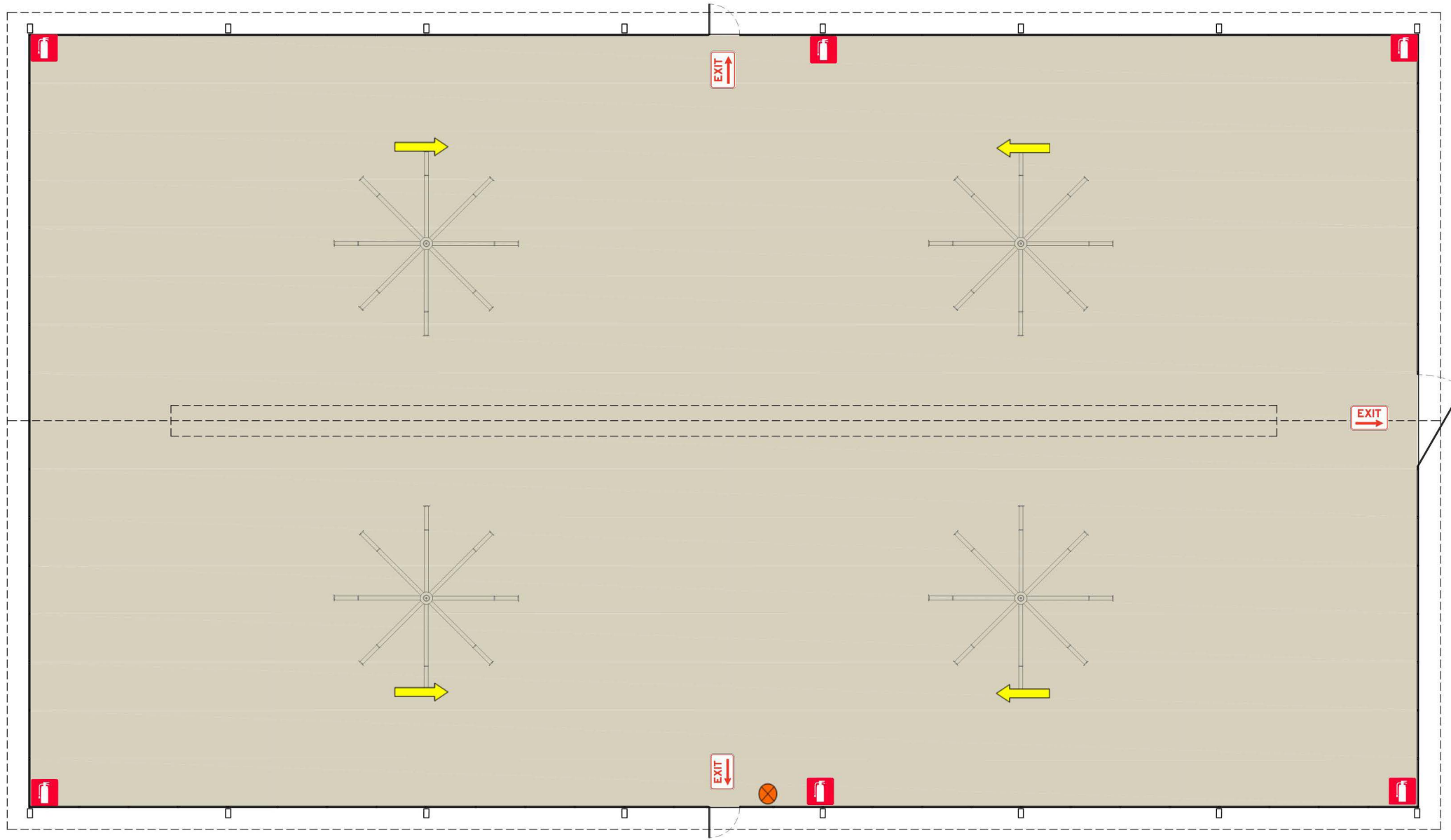
ARENA TYPE I FRONT ELEVATION



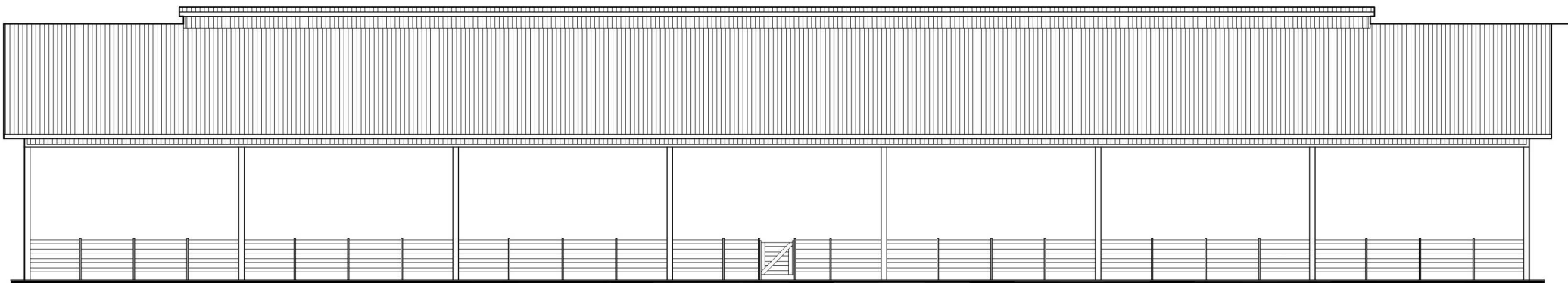
ARENA TYPE I SIDE ELEVATION

KEY NOTES:	PARTIAL KEY PLAN:
<p>SYMBOLS:</p> <ul style="list-style-type: none"> DIRECTIONAL ARROWS FIRE EXTINGUISHER FIRST AID KIT LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT RESTROOMS EXITS 	
	<p>The partial key plan shows a simplified version of the arena layout. It includes a red fire extinguisher symbol, a red first aid kit symbol, blue restroom symbols, and red exit signs with arrows. A dashed line indicates the boundary of the arena.</p>

ATTACHMENT A - ARENA TYPE IV



ARENA TYPE IV FLOOR PLAN



ARENA TYPE IV SIDE ELEVATION

SYMBOLS:	
	DIRECTIONAL ARROWS
	FIRE EXTINGUISHER
	FIRST AID KIT
	LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT
	RESTROOMS
	EXITS

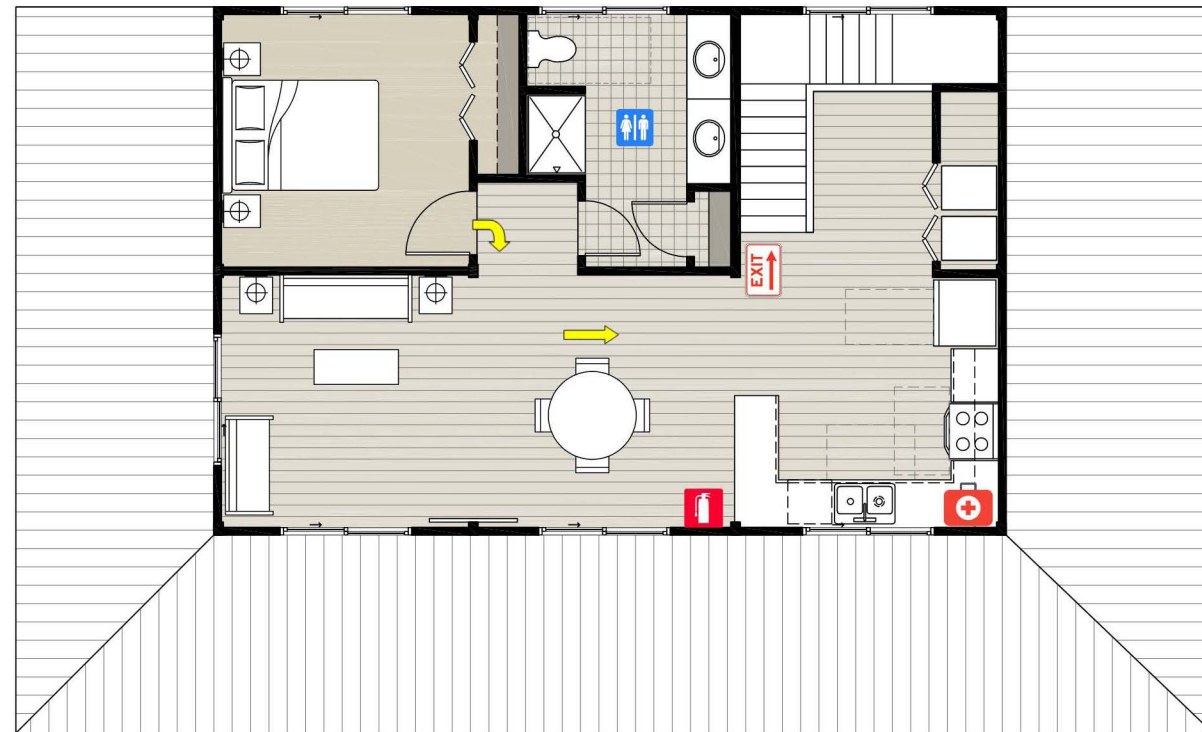
KEY NOTES:

PARTIAL KEY PLAN:

ATTACHMENT A - OFFICE



OFFICE TYPE II - LOWER FLOOR PLAN



OFFICE TYPE II - UPPER FLOOR PLAN



OFFICE TYPE II - PERSPECTIVE 1



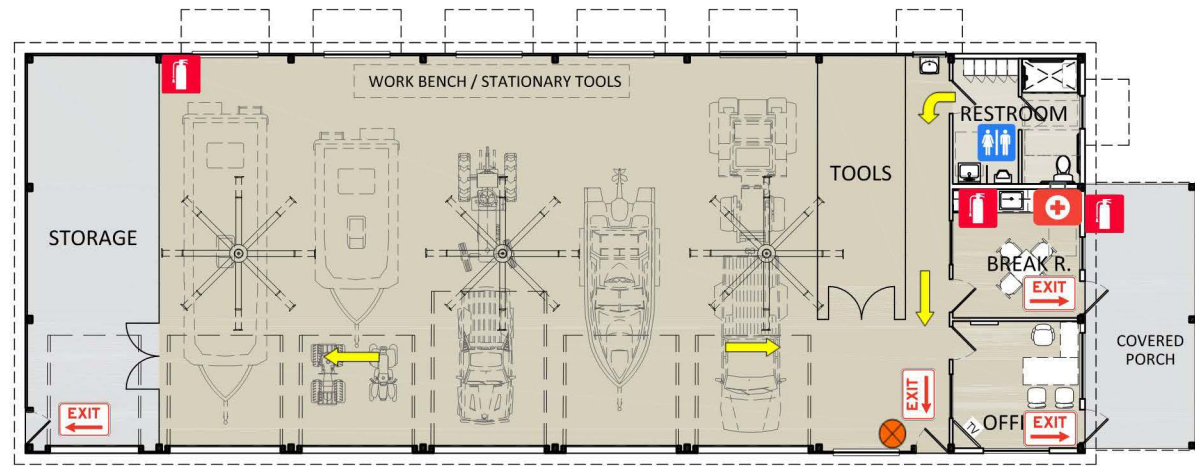
OFFICE TYPE II - PERSPECTIVE 2



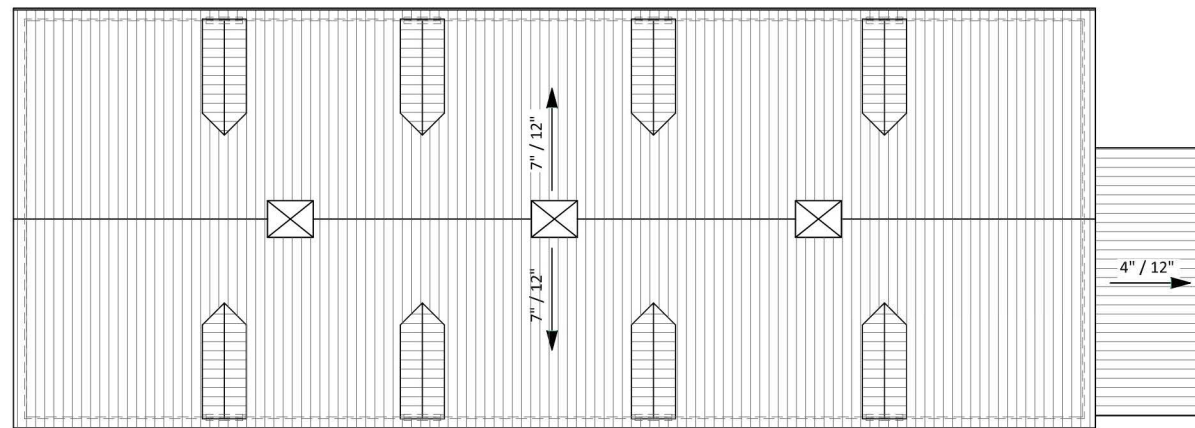
OFFICE TYPE II - ELEVATION

KEY NOTES:	PARTIAL KEY PLAN:
SYMBOLS:	
DIRECTIONAL ARROWS FIRE EXTINGUISHER FIRST AID KIT LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT RESTROOMS EXITS	

ATTACHMENT A - SHOP



SHOP - FLOOR PLAN



SHOP - ROOF PLAN



SHOP - PERSPECTIVE 1



SHOP - PERSPECTIVE 2



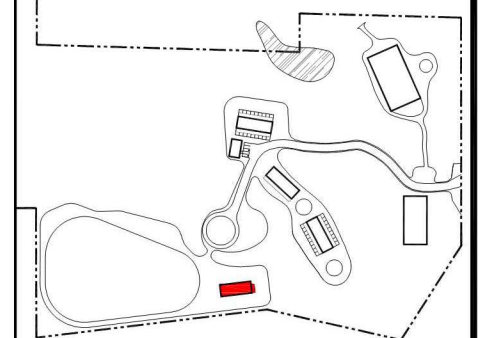
SHOP - FRONT ELEVATION

KEY NOTES:

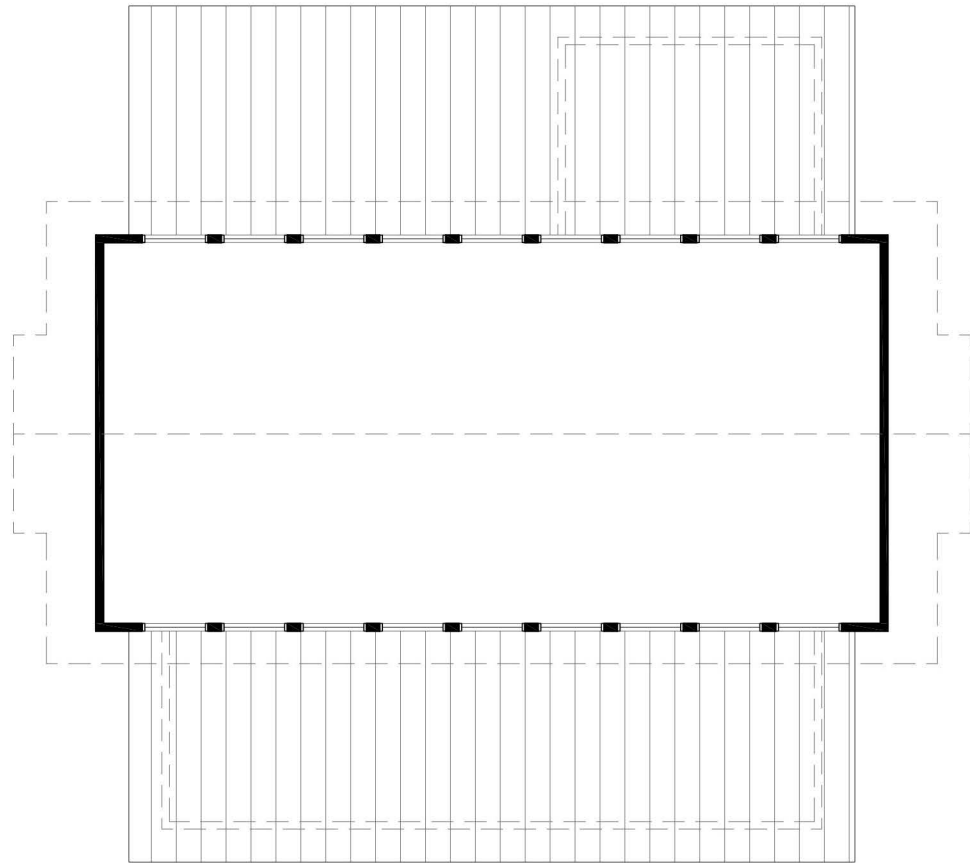
SYMBOLS:

-  DIRECTIONAL ARROWS
-  FIRE EXTINGUISHER
-  FIRST AID KIT
-  LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT
-  RESTROOMS
-  EXITS

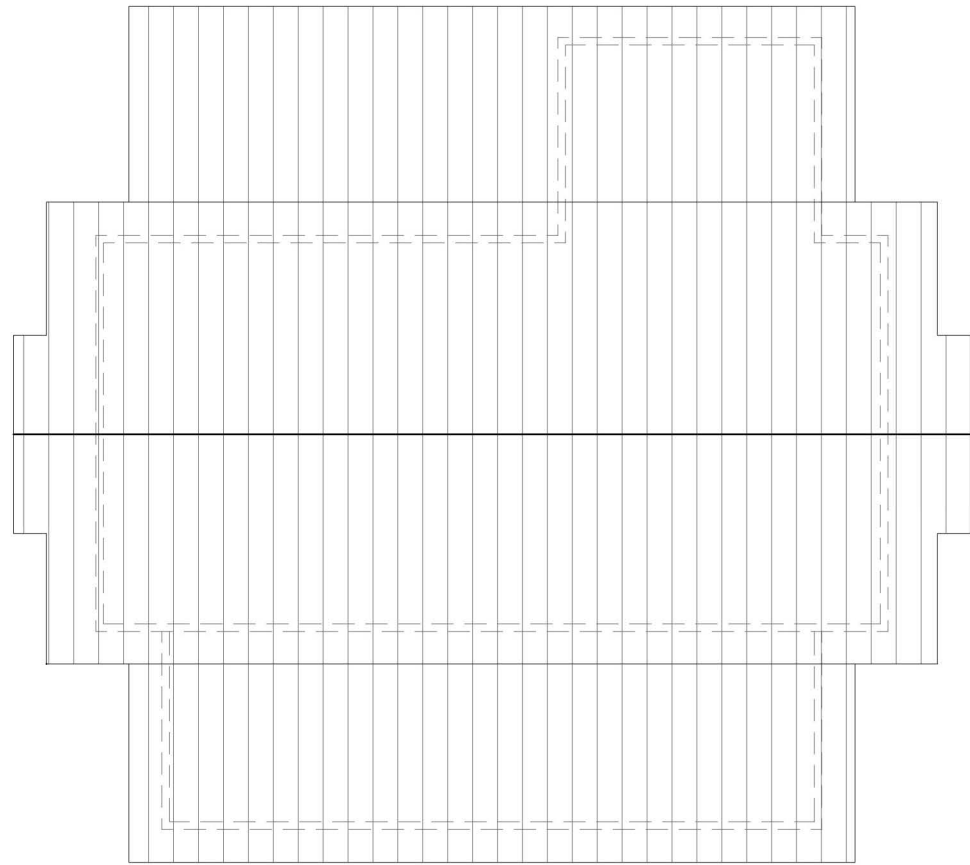
PARTIAL KEY PLAN:



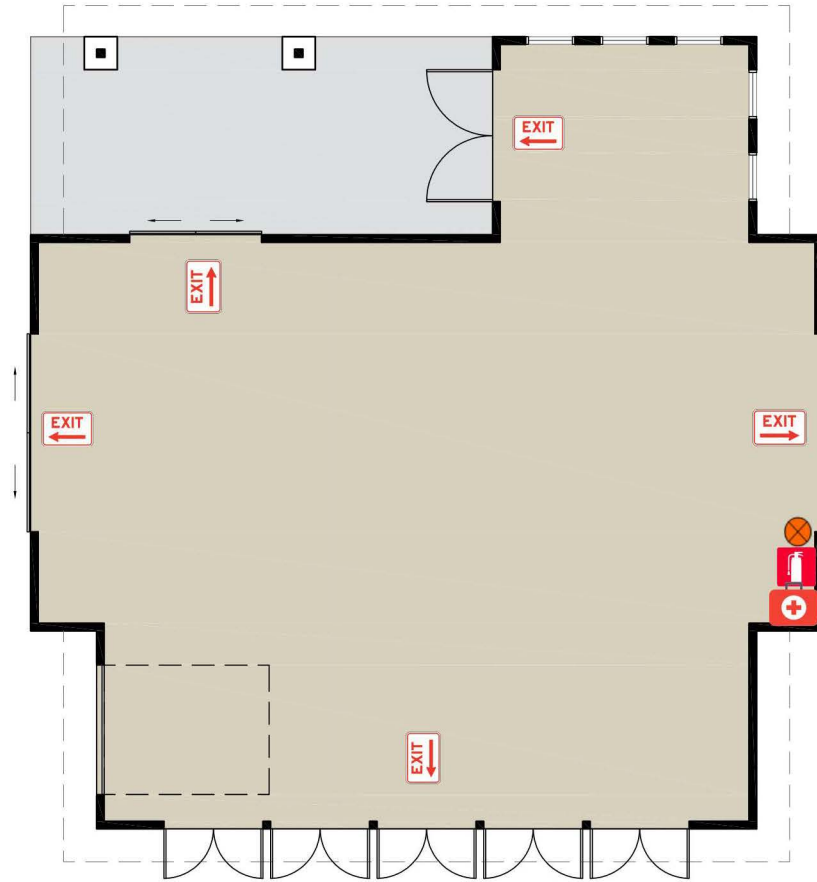
ATTACHMENT A - ACCESSORY BARN



ACCESSORY BARN - UPPER PLAN



ACCESSORY BARN - ROOF PLAN



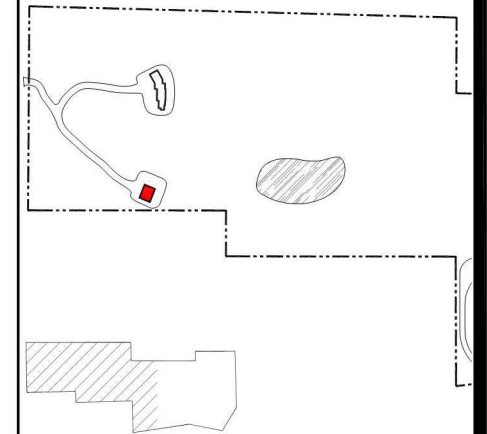
ACCESSORY BARN - LOWER FLOOR PLAN

KEY NOTES:

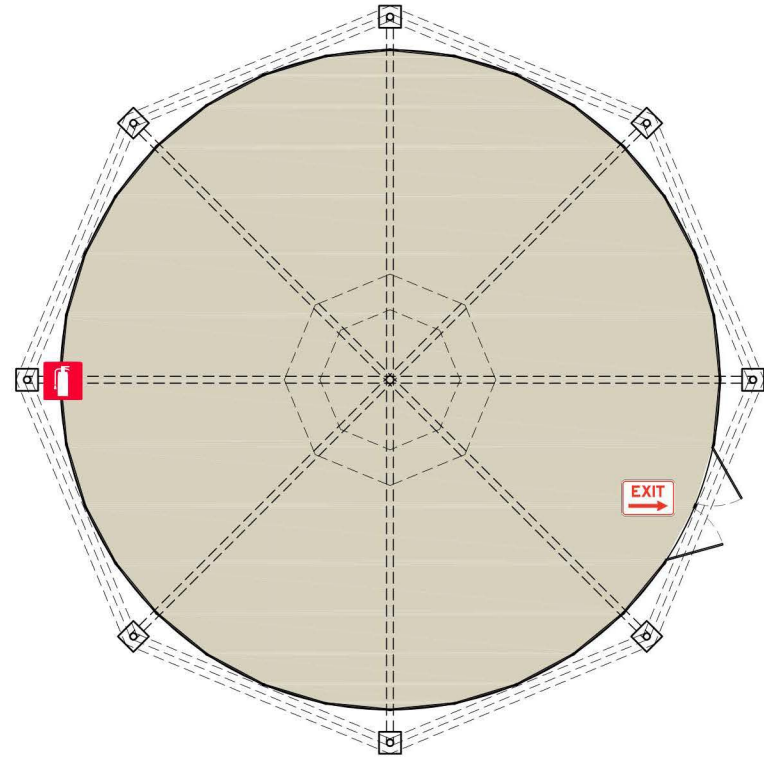
SYMBOLS:

-  DIRECTIONAL ARROWS
-  FIRE EXTINGUISHER
-  FIRST AID KIT
-  LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT
-  RESTROOMS
-  EXITS

PARTIAL KEY PLAN:



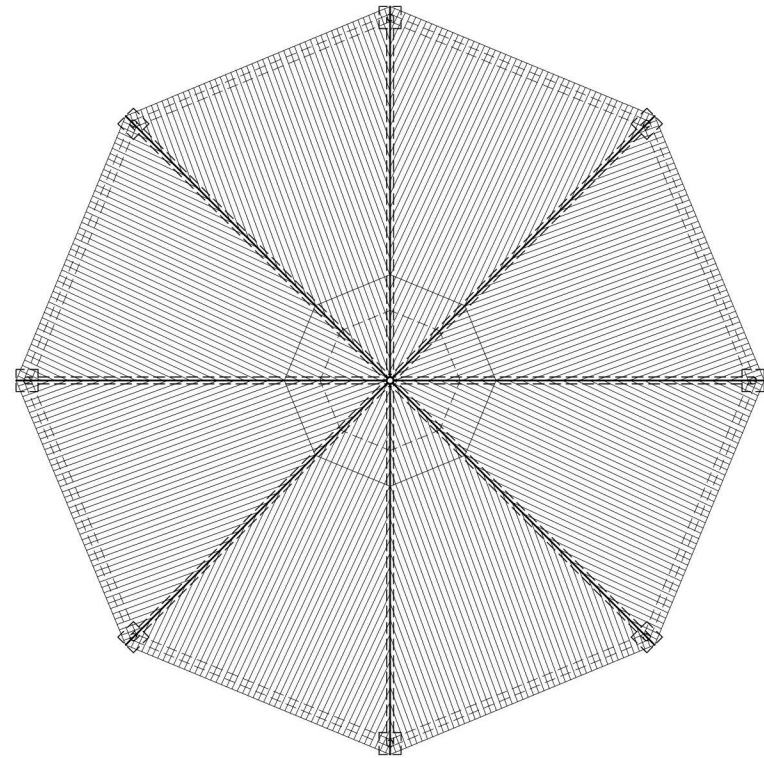
ATTACHMENT A - TRAINING RING



TRAINING RING - FLOOR PLAN



TRAINING RING - ELEVATION



TRAINING RING - ROOF PLAN



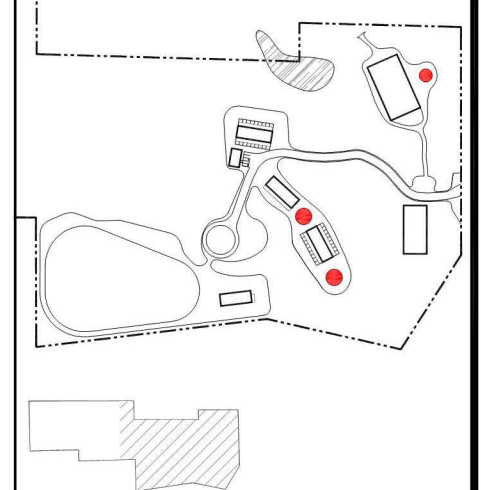
TRAINING RING - PERSPECTIVE

KEY NOTES:

SYMBOLS:

-  DIRECTIONAL ARROWS
-  FIRE EXTINGUISHER
-  FIRST AID KIT
-  LOCATION OF WHERE THE INDIVIDUAL IS VIEWING THE LAYOUT
-  RESTROOMS
-  EXITS

PARTIAL KEY PLAN:



Attachment B- First Responder List

**Double T Ranch, A Net-Zero Equestrian Center - Emergency Responder List
As of 07.15.2022**

Floor# / #Building	Leader	Stop#	Phone	Alternate 1	Stop#	Phone	Alternate 2	Stop#	Phone
8325 Quail Canyon Rd	Dylan Mahoney, Supervisor		(903)590-9799						

Attachment C- List of Disabled Employees

Double T Ranch, A Net-Zero Equestrian Center - Disabled List

07.15.2022

Floor #	Location/Area	Name	Phone	Name	Phone	Name	Phone	Name	Phone
None									