EMERGENCY ACTION PLAN

Reviewed: 2026/01/15

TABLE OF CONTENTS

TABLE OF CONTENTS 2
EMERGENCY ACTION PLAN 3
INTRODUCTION 3
PROGRAM ADMINISTRATOR RESPONSIBILITIES 4
RESPONSIBILITIES OF ALL PERSONNEL 5
EMERGENCY TELEPHONE LIST 6
TRAINING 7
EVACUATION PROCEDURE 8
HEADCOUNT PROCEDURE 8
SHUT-DOWN PROCEDURES 9
BOMB THREAT 10
EARTHQUAKE 11
EXPLOSION 12
FIRE 13
ACTIVE SHOOTER 14
EMERGENCY EVACUATION MAPS 15
LIST OF PERSONNEL 18

EMERGENCY ACTION PLAN

INTRODUCTION

Every California business that employs 10 people or more is required by CAL/OSHA to have an Emergency Action Plan in place. It is the Barton Overhead Door's (the Organization) responsibility to see that the program is instituted and that it is frequently reviewed and updated. The basic plan must address emergency preparedness and training. In order for an emergency plan to be effective, it must be in writing, create and sustain employee interest, keep any necessary equipment ready, clearly define responsibilities, and include procedures for restoring order during and after an emergency. The minimum plan must include:

- Emergency escape procedures including escape routes;
- Procedures to be followed by employees who remain to perform (or shut down) critical facility operations before they evacuate;
- A procedure to account for all employees and visitors after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them- CPR-First Aid;
- The means of reporting emergency situations
- Names or regular job titles of persons or departments to be contacted for further information or explanation of duties under the plan;
- Names of off-site responding services with telephone numbers;
- On-site personnel and off-site responding services training to support the emergency plan.

A chain of command must be established to minimize confusion so that employees will have no doubt who has authority for making decisions. In so doing, it is best to select people whose normal job duties fit closest to the position they are asked to fill in the emergency plan.

PROGRAM ADMINISTRATOR RESPONSIBILITIES

Emergency response responsibilities are the first line of defense in emergency situations. The Program Administrator will oversee the following:

- Coordinate all personnel activities conducted during or at an actual emergency.
- Assign Personnel to help with the administration and responsibility of:
  - Headcount Procedures in an emergency
  - Shutdown Procedures in an emergency
  - Annual updating of the emergency and fire prevention guidelines.
  - Training and conducting drills as necessary to teach all personnel about this Emergency Action Plan
- Preplan for any reasonable expected emergency.
- Be responsible for any evacuation of the facility.
- Coordinate with other agencies:
  - Fire Department
  - Police/Sheriff
  - Ambulance Service
- Ensure that in house training is completed at a minimum of annually for all personnel, with every new hire, with any major facility changes, and with any updates to the plan.
- Provide proper documentation for all drills, including an overall appraisal of the drill.
- Make sure all Maintenance personnel are familiar with the facility and the location, operation, and use of the following:
  - Exits
  - Fire fighting appliances (sprinkler system, fire hoses, fire extinguishers, etc.).
  - Fire alarm devices (alarm boxes, smoke and heat detectors)
  - Fire alarm annunciator panel
  - Fire and/or smoke barrier doors
  - Utility shut off (Gas and Electric)
  - Fire sprinkler shut off
  - Air circulating systems (heating and cooling)

The administrator in charge of the Emergency Action Plan is:

Name: Jamin Barton
Title: Safety Manager
Phone: (209) 496-3667

This appointment is effective 3/10/20 will continue until another person is assigned this responsibility. Any and all questions or concerns regarding the Emergency Evacuation Plan should be directed to the identified individual.

RESPONSIBILITIES OF ALL PERSONNEL

- Understand and be prepared to carry out the procedure as set forth in this emergency plan for any of the emergency situations.
- Participate in all emergency drills.
- Be familiar with the facility and the location, operation, and use of the following:
  - Exits
  - Fire fighting appliances (sprinkler system, fire hoses, fire extinguishers, etc.).
  - Fire alarm devices (alarm boxes, smoke and heat detectors)
  - Fire and or smoke barrier doors

EMERGENCY TELEPHONE LIST

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

FIRE DEPARTMENT	911	(209) 572-9590
POLICE DEPARTMENT	911	(209) 572-9500
PARAMEDICS(AMR)	911	
POISON CONTROL CENTER		(800) 222-1222

UTILITIES

GAS COMPANY (PG&E)	(800) 743-5000
WATER COMPANY (CITY OF MODESTO)	(209) 342-2246
ELECTRIC COMPANY (MID)	(209) 526-7337

PERSONNEL

OPERATIONS MGR	LUKE DOMECQ	(209) 324-6076
MAINTENANCE	JOSE GONZALEZ	(209) 542-3667
SAFETY MANAGER	JAMIN BARTON	(209) 496-3667

OUTSIDE SERVICES

FIRE ALARM COMPANY (SECURITY 1)	(209) 522-6180
FIRE EXTINGUISHER COMPANY (JORGENSEN CO.)	(209) 529-0835
AIR CONDITIONING COMPANY (CENCAL)	(209) 522-1124

TRAINING

Training is important to the effectiveness of an emergency plan. Before implementing an emergency action plan, a certain number of persons must be trained to assist in the safe and orderly evacuation of employees, patients, and visitors. Training for each type of emergency is necessary so that employees know what action is required. Aside from the training of the emergency responders for the site, all employees should be trained in the following:

- Evacuation Procedures.
- Alarm systems.
- Headcount Procedures.
- Type of potential emergencies.

These training programs should be provided initially when the plan is put into effect, when a new employee is hired, whenever there is a facility change, when new equipment is put in place or when processes are changed. Retraining on an annual basis should be conducted regardless of changes in the workplace.

Barton Overhead Door, Inc., will train every year and with all new hires going through an orientation. Any significant updates of the plan or facility will result in additional training. Drills will be conducted as needed, minimum of annually, to ensure that the plan is maintained.

Any, and all, training will be documented and kept on file with the plan.

EVACUATION PROCEDURE

Evacuation is the removal of all occupants in a building from a potentially dangerous area to one of safety. The need to move people to the outside is determined by the seriousness of the emergency.

Occupants, in a calm and orderly manner, should evacuate the building from unsafe areas to a designated assembly area. The designated assembly area is in the front lawn. If the emergency dictates that this area is unavailable, department supervisors will communicate a new assembly area to all personnel. Assist those that are disabled or in need of help during the evacuation process as the situation allows.

Evacuation maps are located throughout the premises to inform employees and visitors which evacuation is the safest and most efficient. Evacuation egress routes are marked on all site maps posted throughout the facility. This will indicate to all personnel the route from where they are to evacuate to a predetermined area safe from the building and out of the way of incoming emergency response. Evacuation maps equipped with egress routes, shut-off valves, and assembly areas for this facility is located in the Appendix.

As part of the standard evacuation procedure, the following Headcount Procedure and Shut-down Procedures will be taken.

HEADCOUNT PROCEDURE

This area of the Emergency Action Plan can be very difficult, for the number of people who come and go from the facility during the day varies and some people, such as visitors, are not always accounted for. One person should be designated in the control center to account for personnel and to inform police, firemen, or other response team members of those who are believed to be missing.

An up-to-date list of company employees will be kept in an emergency binder near the desk of the person responsible for the headcount procedure. Department supervisors are responsible for knowing the location of field employees.

Safety Manager is responsible for the accounting of personnel during an evacuation:

Name: Jamin Barton
Title: Safety Manager
Extension: 111

This appointment is effective 1/15/2025 and will continue until another person is assigned this responsibility.

SHUT-DOWN PROCEDURES

In the case of an evacuation, it is left to the discretion of the Safety Manager or designated person responsible for the Shutdown Procedure to determine whether or not the gas and electric for the facility need shut off. The emergency shut off for the gas is located near the outside wall of the south-east corner of the main warehouse. It requires a small wrench to turn off. The electricity shut off is located outside the entrance to the employee breakroom in the main warehouse and requires a key to open the electrical box.

The designated person responsible for the Shutdown Procedure during an emergency is listed below:

Name: Jamin Barton
Phone: (209) 496-3667

This appointment is effective 8/1/17 and will continue until another person is assigned this responsibility.

BOMB THREAT

The safety of personnel has the highest priority when dealing with a bomb threat.

- When a bomb threat telephone call is received, do not hang up the phone! Make every attempt to:
    - Keep the caller talking as long as possible.
    - Have someone call the police on another phone, then notify the Safety Manager of what is going on (write a note asking this be done, don't talk aloud so the caller can hear you).
    - Get as much information as you can from the caller-description of the bomb, where it is, when it is to explode.
    - Identify the caller and location from background noises and distinguishing voice characteristics.
    - Determine the caller's knowledge of the facility.
- The Administrator should:
    - Decide if the building should be immediately evacuated.
    - Alert the police on the status of the event.

EARTHQUAKE

Duck and Cover

- Drop down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground (before the earthquake drops you!)
    - In the warehouse, move away from any large racks or product stored overhead that may fall.
- Cover your head and neck with your arms to protect yourself from falling debris.
    - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
    - If no sturdy shelter is nearby, crawl away from windows, next to an interior wall. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops.
- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.

After the Earthquake

- When the shaking stops, look around. If the building is damaged and there is a clear path to safety, follow Evacuation Procedures, including the Headcount Procedure and Shut-down Procedure as needed.
    - If you are trapped, do not move about or kick up dust.
    - If you have a cell phone with you, use it to call or text for help.
- Check for injuries and provide assistance only if you have training. Assist with rescues only if you can do so safely.
- Be prepared for possible aftershocks.

EXPLOSION

- If an explosion occurs within the building or is threatened to be in the building, sound the fire alarm.
- Follow Evacuation Procedure, including Headcount and Shut-down Procedures as necessary.
- Immediately notify the Fire and Police Departments at 911.
- Do not allow anyone to re-enter the building until the fire department declares it to be safe.

FIRE

When Fire Is Noticed In The Facility

- Sound the Fire Alarm
- Call 911, alerting emergency services and the fire department.
- Follow Evacuation Procedure, including Headcount and Shut-down Procedures as necessary.
- Do not allow anyone other than firefighters to re-enter the building until it has been declared safe by firefighting officials.

ACTIVE SHOOTER

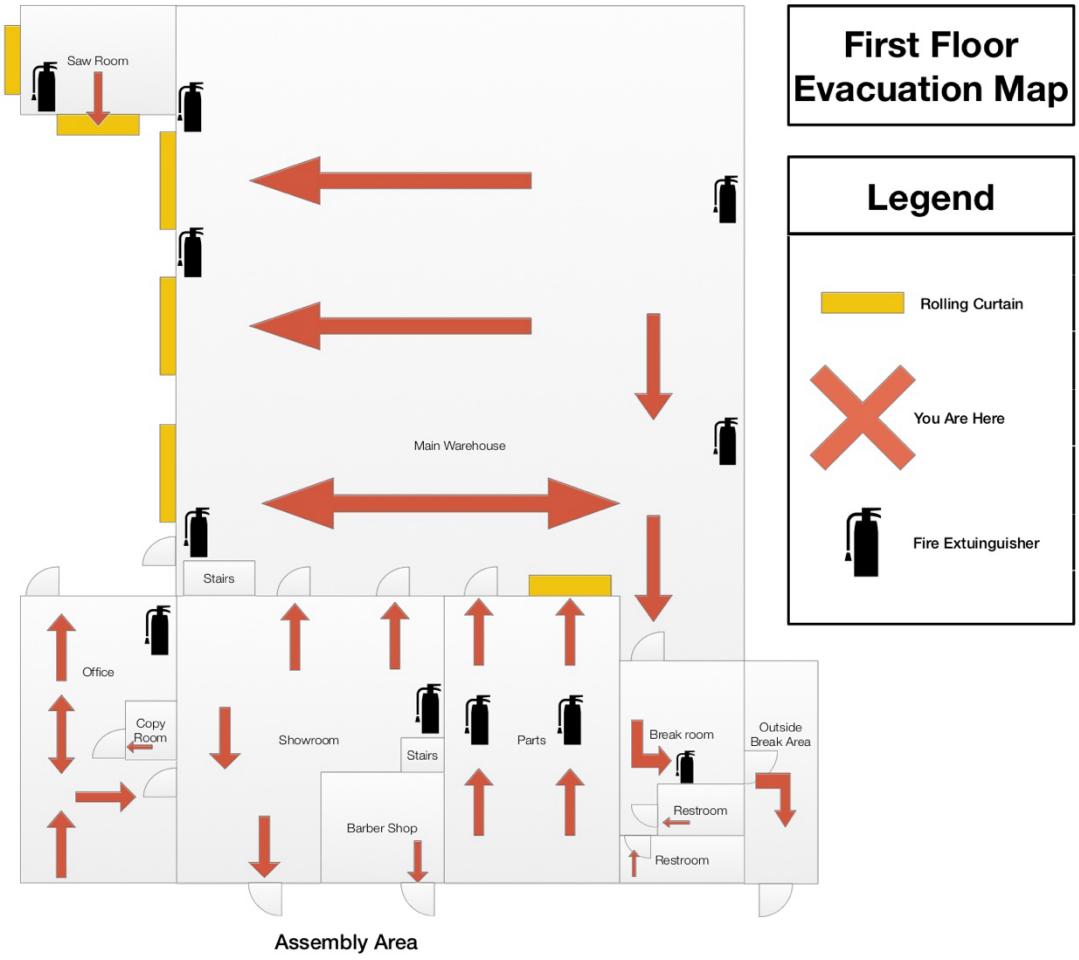
Upon any person threatening, visibly banished, or firing a firearm, do the following:

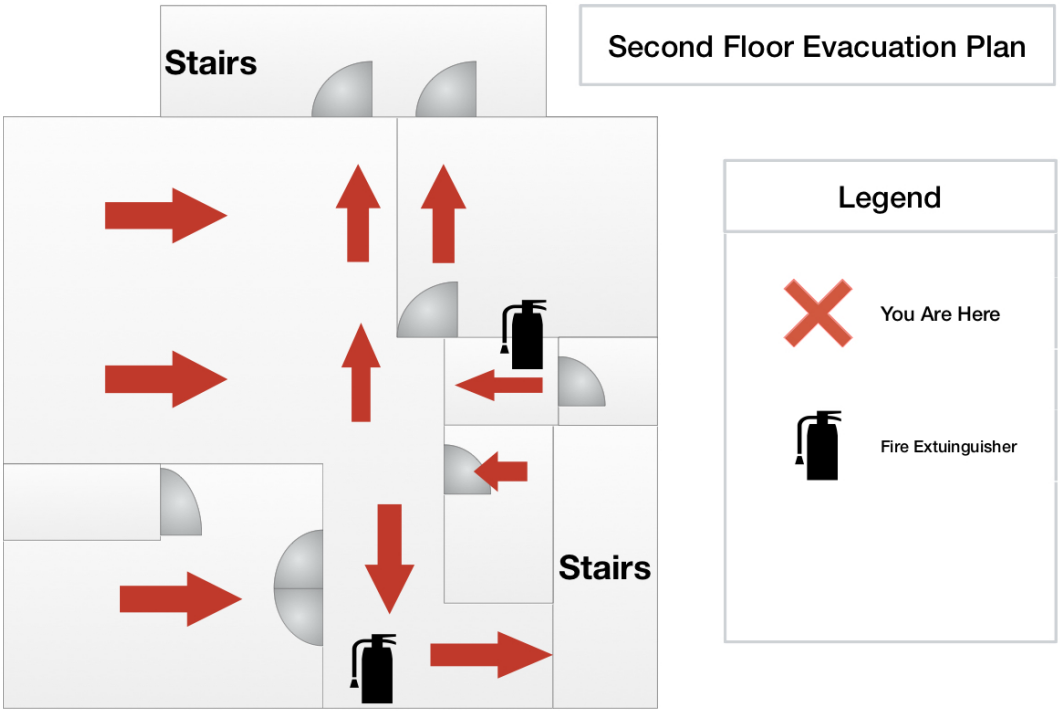
- Evacuate the premises as quickly as possible, following Evacuation Procedures, including the Headcount Procedure if possible.
- If evacuation is not possible, take near-by-cover immediately. If possible, do not get trapped in a room with no exit.
- Call 911/police as soon as possible.
- Coordinate and defer to police and medical personnel when they arrive.

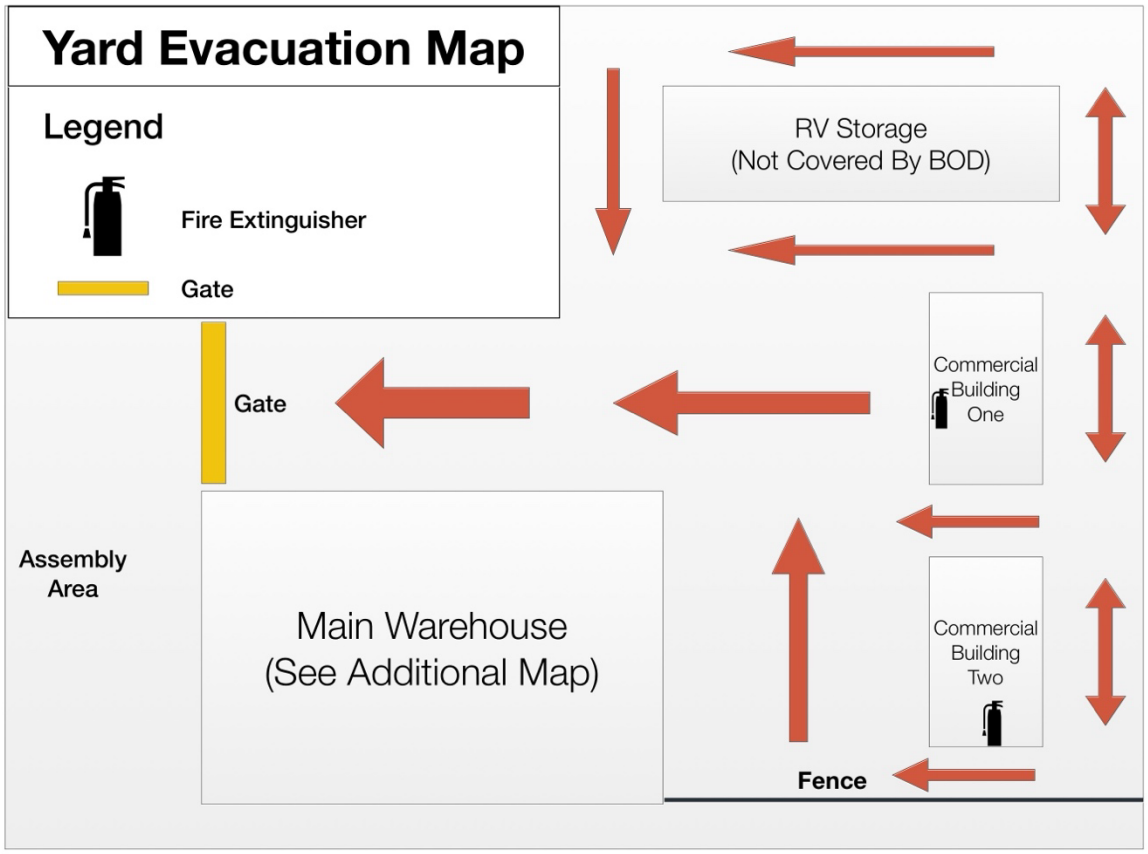
How to react when law enforcement arrives:

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

EMERGENCY EVACUATION MAPS




Stairs
Second Floor Evacuation Plan
Legend
You Are Here
Fire Extuinguisher
Stairs


Yard Evacuation Map
Legend
Fire Extinguisher
Gate
RV Storage
(Not Covered By BOD)
Gate
Commercial
Building
One
Assembly
Area
Main Warehouse
(See Additional Map)
Commercial
Building
Two
Fence

LIST OF PERSONNEL (01/15/2026)

Abreu, Claudio
Aguirre, Paola
Armstrong, Chad S
Barton, Jamin S
Barton, Landon
Barton, Michael A
Bayer, Rylan G
Bravo, Juvenal C
Cole, Steven M
Corona, Fabiola V
Crawmer, Brent A
Denlinger, Todd
Domecq, Luke A
Dominguez, Richard
Dotterer, Steve A
Espolt, Randy L
Farias, Karina
Fernandez, Hugo
Fish, William C
Flores Velazco, Fernando A
Gonzalez, Jose
Haynes, Matthew
Holt, Terri
Imeri, Karen
Inglis, Jim
Kohler, Curtis
Leroy, Chase A
Medeiros, Merideth
Munoz Jr, Javier
Murray, Joan
Ramsey, Jennifer
Reis, Joshua J
Saldana, Ralph
Simmons, Dylan R
Smith, Martha L
Vinnedge, Rocklin D
Walker, Suzanne M
Whipkey, Derrick S
Wise, Brooke E