

LAWCX

LOCAL AGENCY WORKERS' COMPENSATION EXCESS JOINT POWERS AUTHORITY

2009 Renewal Application

1. Entity Name: mbaif - City of SCOTTS VALLEY
2. Address: 144 montclair
3. Name of JPA (if Entity is a member of LAWCX through a JPA) dr mbaif
4. Type of Public Entity: jpa
5. Date Entity Qualified as Self-Insured: 1982
6. Current Retention: 500000

7. Employee Concentration. Please provide the following information for all locations. If you need more space, please attach a separate sheet of paper.

Physical Location Address	Occupied As	Max # of Emp. at any time	Floor #'s Occupied	Const Type	Year Built	Year Retrofit	Square Footage	Zip Code
<i>SEE ATTACHED</i>								

*Construction types:	
A: Non-combustible frame (Steel protected with fire-rated gunite).	M: Mixed non-combustible/combustible
B: All reinforced concrete (aka poured-in-place concrete)	S: All steel (including metal frame construction)
C: Masonry construction with wood roof	FR: Fire resistive
D: Wood frame, include modular buildings	U: Unknown

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8. Do any employees receive supplemental salary replacement benefits, such as 4850 benefits, in addition to workers' compensation benefits?

Yes No

If yes, describe: _____

9. Loss Control Information

A. Does applicant have a designated individual whose job description includes responsibility for safety and loss prevention?

Yes No

If yes, provide the person's name and title: _____

STEPHEN ANDO, CITY MANAGER

If no, have you secured the services of a vendor? _____

Yes No

If you have a secured a vendor, provide the vendor/organization's name: _____

B. Describe the type and frequency of the loss prevention services furnished. Attach a copy of the service plan, if available.

QUARTERLY MEETINGS WITH EMPLOYEES THROUGHOUT THE YEAR.

C. Does your agency have an Injury and Illness Prevention Plan? _____

Yes No

i) How often are employees trained on the policies and procedures of the IIPP? _____

QUARTERLY

ii) Are occupational injuries and illnesses reviewed at least quarterly? _____

Yes No

If yes, list title and department of individual conducting review: _____

CITY MANAGER

iii) How often are safety inspections performed? _____

QUARTERLY

By whom? _____

BY STAFF QUARTERLY

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13. Please furnish information on any substantial or unusual changes (increase or decrease) in your entity's operations that are planned or have taken place in the last 5 years:

NONE

14. **Special Exposures:** (Check the box that most appropriately reflects the actual and/or anticipated exposures associated with the applicant's operation.)

A. Does entity own, lease, or charter any aircraft? Yes No
 If yes, please complete the attached Aircraft Supplemental Application.

B. Does entity own, lease, or charter any watercraft? Yes No
 If yes, please provide the following:

How many?	Year & Make	Model	Length (in feet)	Purpose of boat	How often used	# of employees

C. Does applicant have operations involving the loading, unloading, repair, or construction of watercraft or vessels, including work performed on barges or docks? Yes No

D. Does applicant have employees who may be subject to the Longshoremen and Harbor Workers' Act, or Federal Employers' Liability Act? Yes No

E. Does applicant have any foreign operations or employees who travel to foreign countries? Yes No

F. Does applicant perform any underground, subaqueous, or tunneling operations? Yes No

G. Do the operations of the applicant include wrecking or demolition of structures? Yes No

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H. Does applicant provide group transportation for employees to and from the workplace?

If yes, please provide the following information:

Yes No

i) Type of conveyance: _____

ii) Frequency of Trips: _____

iii) Number of Employees per conveyance: _____

I. Has the applicant ever been cited for any OSHA violations?

Yes No

*If yes, please provide details of any OSHA or State OSHA violation within the past five years. Details **must** include the nature of the violation(s), the amount fined, and any corrective actions taken. Attach a separate sheet of paper if you need more space.*

15. Does applicant lease, own, operate, or maintain light rail equipment?

Yes No

If yes, provide details:

16. Are there any occupational disease exposures involved in the applicant's operations? (asbestos; silica; dusts; toxic; injurious or hazardous chemicals; caustics; fumes; radiation; communicable diseases; and any other O.D. exposures)

Yes No

If yes, provide details:

17. Is applicant engaged in manufacturing, production, refining, storage, distribution, or transportation of gases, gasoline, or flammables?

Yes No

If yes, provide details:

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18. Is applicant engaged in manufacturing, handling, transporting, distributing, or storing explosive or explosive substances?

Yes No

If yes, provide details:

19. Do the operations of the applicant involve exposure to heights?

Yes No

If yes, provide details:

20. Do the operations of the applicant involve exposure to burns?

Yes No

If yes, provide details: LIFT TRUCK: 18' - 20'
LOADERS 10'

21. Does applicant have guidelines for handling suspicious mail and packages?

Yes No

22. Does applicant conduct periodic fire and emergency evacuation drills?

Yes No

If yes, does applicant have a procedure in place to account for all employees in the event of emergency evacuation?

Yes No

If yes, provide details of procedure(s):

ATTACHED ADMINISTRATIVE MANUAL # 41

23. Do the operations of the applicant include volunteer or donated labor?

Yes No

If yes, please provide the following:

- i) Total Number of FTE Firefighter Volunteers: 0
- ii) Total Number of FTE Police Volunteers: 1
- iii) Total Number of FTE "Other" Safety Volunteers: 0
- iv) Total Number of FTE Non-Safety Volunteers: 0

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24. Complete the following information on owned or leased vehicles:

A. Private Passenger	<u>27</u>	B. Heavy Trucks & Vans (over 1.5 tons)	<u>7</u>
C. Ambulances	<u>0</u>	D. Light Trucks & Vans (.5 to 1.5 ton)	<u>17</u>
E. Fire Trucks	<u>0</u>	F. Pumpers	<u>0</u>
G: *Buses (by capacity):	0-16: <u>0</u>	17-32: <u>0</u>	
	32-66: <u>0</u>	Over 66: <u>0</u>	

*If applicant owns/leases buses, please answer the following questions:

- i) Are there any public transit exposures? Yes No
- ii) Specify the transit exposure type(s) (fixed bus route system, a dial-a-ride, or paratransit):
-

25. Additional information, if applicable:

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Please complete:

MBASIA
JPA MEMBER: CITY OF SCOTTS VALLEY

Entity Name (if a member of a JPA, please list JPA affiliation as well)

9/14/09

Date

STEPHEN H. ANDO

Print Name

831 440-5610

Phone Number

CITY MANAGER

Title

SANDO@SCOTTSVALLEY.ORG

E-mail

CITY OF SCOTTS VALLEY

Entity Name

Please complete the renewal application and return it to our office no later than **September 15, 2009**. To submit the application, please e-mail your completed application to Ms. Brittney Iwafuchi at biwafuchi@brsrisk.com.

If you experience any difficulties with the submission process, please contact our office as follows:

LAWCX
1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
(916) 244-1199 (fax)
biwafuchi@brsrisk.com (e-mail)

Physical Location Address	Occupied As	Max # of Emp. At any time	Floor #'s Occupied	Const Type	Year Built	Year Retrofit	Square Footage	Zip Code
1 Civic Center Drive	City Hall	39	2	D	1988	1988	10,000	95066
701 Lundy Lane	Public Works	10	1	D	1990	1990	5,000	95066
700 Lundy Lane	Sewage Plant	7	1	B	1997	1997	10,000	95066
701 Lundy Lane	Tertiary Plant	1	1	B	2000	2000	1,900	95066
700 Lundy Lane	City Garage	1	1	C	1990	1990	600	95066
370 Kings Village Road	Senior Center	1	1	D	1991	1991	4,160	95066
361 Kings Village Road	Recreation Bldg	7	1	D	1998	1998	2,000	95066

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ADMINISTRATIVE PROCEDURE

The following is an official procedure and/or policy of the City of Scotts Valley, approved by either the City Manager and/or City Council, and shall remain in effect until rescinded or replaced in writing by another official policy.

- NEW POLICY**
 NEW PROCEDURE
 UPDATES POLICY/PROCEDURE - UPDATED: _____
 REPLACES AND RESCINDS PROCEDURE NUMBER: _____

TITLE: EMERGENCY PLAN AND BUILDING EVACUATION PROCEDURE

I. PURPOSE:

The purpose of the City Hall/Police complex emergency plan is to provide an organized and coordinated procedure for responding to emergency situations which may threaten the safety of city employees and any visitors to the City Hall/Police building.

II. POLICY:

1. Explosion Without Warning

In the event that an explosion occurs without warning, the following actions should be implemented:

- A. Utilize direct intercom line to police department emergency dispatch center.
- B. Utilize the phone paging system and request that everyone calmly exit via their closest exit.
- C. Secure area for investigation by City Police Department personnel and/or other law enforcement personnel.
- D. If the building must be evacuated, the police dispatcher must notify NetCom. NetCom will activate the transfer switch and can then receive 9-1-1 calls meant for the Scotts Valley Police Department P.S.A.P. Center.

2. Bomb Threat

- A. When a bomb threat is received by any employee, that person shall keep the caller engaged in conversation and attempt to obtain additional information related to the threat. If possible, have someone else listen in on another telephone, noting the same

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information for accuracy. If appropriate equipment is available, recording the conversation will enhance both the decision making and investigative processes.

- B. When the caller hangs up, the person called shall notify the Police Department emergency dispatch center, giving all details of the threat.** The Police Department emergency dispatch center staff will notify public safety responders in accordance with standard bomb threat procedures; this notification includes the City Manager who is the Director of Emergency Services, who, depending upon the nature of the threat, will notify other appropriate personnel and will make a determination on whether to implement the evacuation procedure.
- C. The Coordinator of Emergency Services, who is the Chief of Police, will notify department heads to initiate area search procedures.** The Coordinator of Emergency Services will also designate a specific telephone number and location (Operation Control Point) where he/she can be contacted throughout the incident by department heads and public safety responders. In the absence of the Director of Emergency Services, the Chief of Police will act in his capacity.
- 1. Search Procedures**
- a. Area searches on each floor and/or work area should be made by personnel who are familiar with the site in order to recognize any unusual or suspicious objects.** Each department should designate specific areas of responsibility and keys should be available to open locked areas.
- b. During the conduct of a search, progress reports should be given by the department heads to the Director of Emergency Services for further direction.** A checklist for various places searchers should investigate follows; access to some of these areas and the details of the threat itself would also determine if a comprehensive search is necessary.

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c. Individual Employees General(Department Assignment)

Behind pictures or clocks	Lockers or closets
Inside wastebaskets	Under loose boards
In or behind potted plants	Behind any fresh paint/plaster
Inside department appliances	Toilet tank reservoirs
Inside cabinets	Behind/under sinks or plumbing
Inside radios or TV sets	In air conditioning/heating vents
Inside telephones	Under stairwells
Among hanging clothes/hats	Inside machinery
In lunch boxes or bags	On window ledges
Inside briefcases	Inside cardboard boxes
Inside couches and furniture	Outside areas of adjacent buildings

d. **If a search results in the sighting of a suspicious object, a report shall be made to the Police Department emergency dispatch center immediately, which will notify both the Director of Emergency Services and Coordinator of Emergency Services. UNDER NO CIRCUMSTANCES should the object be touched or moved. Removal of the object will be handled by the Bomb Team after an appropriate evacuation. Additionally, under no circumstances should any messages be transmitted by radio.**

e. If no object is discovered in the course of a search, the Director of Emergency Services, Coordinator of Emergency Services and public safety responders, will direct normal work activities to resume.

2. Evacuation

a. The decision to implement evacuation procedures rests with the City Manager as Director of Emergency Services and/or Chief of Police who is the Coordinator of Emergency Services. In evaluating a possible evacuation, the Director of Emergency Services will consider such factors as:

- 1) The threat and its context
- 2) The recipient's personal estimate of the threat
- 3) Review of tape (if available)
- 4) Size and shape of building
- 5) **Recommendation of City law enforcement on the scene**
- 6) Recommendation of Coordinator of Emergency Services.

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- b. In the event of a planned exercise and/or actual event necessitating an evacuation, the Emergency Services Director and the Planning Director have in their office and available for utilization a walkie-talkie (Channel 4 - Yellow Channel) which they can utilize for the purposes of coordinating the evacuation with police personnel and other emergency personnel on the scene. However, as previously mentioned, if the evacuation purpose surrounds a bomb threat, then the radios are not to be used other than for monitoring purposes.
- c. Each department head should instruct his/her employees in advance as to evacuation procedures to be followed upon direction/alarm. Consideration of the following is suggested as discussion for each work area:
- 1) Instruct employees to turn off equipment and machinery to secure confidential information and/or money.
 - 2) Instruct employees to take valuables, clothing, brief cases, etc.
 - 3) Provide assistance to disabled persons who work in your office; individual employees requiring special assistance should be brought to the attention of the floor coordinator in advance for necessary preparatory measures.
 - 4) **Assist visitors/general public in leaving the building in accordance with established protocols.**
 - 5) **Department heads will inspect their areas to ensure that everyone has complied with evacuation procedures. The department head should be the last person leaving the area within their scope of responsibility, and should report to the Director of Emergency Services once evacuation is complete.**
 - 6) Police Department dispatchers (i.e., two on-duty dispatchers or one on-duty dispatcher and one EDC II or EDC III) will not evacuate unless directed by the Watch Commander on duty as an emergency threat of the building collapsing or a bomb sighting).

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- 7) If, in fact, Police Department dispatch center is required to evacuate, if time allows, contact should be made to NetCom to take all 9-1-1 calls and relay on the white channel. Dispatch personnel are also to take communication equipment with them, such as walkie-talkies, etc.
 - a) If, in fact, the police department dispatch center has been evacuated, it will be the responsibility of the dispatchers on duty to activate the incident command van to take over all radio communications and set up phone communications via cellular phone with NetCom.
- 8) ALL employees should be directed to the predetermined safe area (**lower parking of the Scott House/freeway side**).
- 9) Department heads should conduct an employee head count and report to the Director of Emergency Services.
- 10) City Clerk and City Manager's secretary will be responsible for clearing citizens and personnel from City Council Chambers (Friends Hall) and adjacent offices.
- 11) The chief financial accountant will be responsible for checking and clearing all citizens and personnel from rest rooms and city hall complex and all finance department areas.
- 12) Ultimately, the highest ranking police officer on duty will be responsible for ensuring that the entire city hall/police department complex is cleared of all citizens and employees.

3. Response Roles

a. Department Heads

- 1) Upon receiving direction from the Director of Emergency Services to activate bomb threat procedures, she/he will take the following actions:

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- a) Immediately inform employees that a bomb threat has been received.
- b) Direct employees in their respective departments to search their immediate work areas for unusual/suspicious objects. If an object is located, the employee is to report that information to the department head, who will in turn call the Police Department emergency dispatch center. **Do not touch or move the object.**
- c) Upon notification, the department head will make certain that his or her area of responsibility has been cleared and advise the Director of Emergency Services of such prior to exiting the building.

b. Employees

- 1) At the direction of their department heads, employees will:
 - a) Search their immediate work area for suspicious objects. **Do not touch or move the object**, but report the information to the department head, who will in turn call the Police Department emergency dispatch center.
 - b) Be prepared to turn off equipment and machinery, and to secure confidential information and/or money at the direction of the department head.

4. Other Response Roles

a. Scotts Valley Fire

Dispatched at time of incident to standby for potential explosion/rescue operation. Will coordinate activities through Scotts Valley Police at outside command post, and will set up approximately two (2) blocks from building.

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b. City Manager (Director of Emergency Services)

Will respond to Emergency Services designated Operational Control Point (Police Department emergency dispatch center) to assess situational reports and responder's recommendation; will also handle media inquiries. The City Manager is the City of Scotts Valley's Director of Emergency Services.

c. Chief of Police (Coordinator of Emergency Services)

Will activate procedure for search through department heads, insure communications are complete and comprehensive to all participants/responders. The City of Scotts Valley's Chief of Police is the Coordinator of Emergency Services.

d. Finance Department

Will search public access areas and rest room facilities; and will assist in directing employees to predesignated safe areas.

e. Police Department

Bomb Team will be dispatched by Police Department personnel. Their primary function is removal and/or investigation of suspicious object(s) or actual devices. Bomb Team members do not perform search functions. Police personnel will assist in searching the City Hall Complex/Police Facility. Police personnel are responsible for the exterior City Hall Complex search.

3. Fire and/or Fire Alarm

A. **When the fire alarm is activated**, all persons within the building are expected to leave the building and report to the predesignated safe areas.

B. In exiting the building, follow the department head's directions. If asked to assist in the evacuation of a disabled co-worker or building visitor, please cooperate to the fullest extent. **Remaining calm and organized during any emergency will help in minimizing other potential problems.**

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C. After exiting the building, avoid standing next to the building and in the driveway areas; public safety responders will need to have clear access to the scene. Move quickly to the predesignated safe area: **lower parking lot of the "Scott House"/freeway side.**

D. Evacuation

Each department head should instruct his/her employees in advance as to evacuation procedures to be followed upon direction. In the case of the Police Department where the Chief of Police is the Coordinator of Emergency Services, the on-duty Watch Commander will act as the Police department head for the purpose of evacuation. Consideration of the following is suggested as discussion for each work area:

1. Instruct employees to turn off equipment and machinery to secure confidential information and/or money.
2. Instruct employees to take valuables and clothing.
3. Provide assistance to disabled persons who work in your office; individual employees requiring special assistance should be brought to the attention of the floor coordinator in advance for necessary preparatory measures.
4. Assist visitors/general public in leaving the building in accordance with established protocols.
5. Department heads will inspect their areas to ensure that everyone has complied with evacuation procedures. **The department head should be the last person leaving the area within their scope of responsibility, and should report to the Director of Emergency Services once evacuation is complete.**
6. **All employees should be directed to the predetermined safe area: lower parking lot of the "Scott House"/freeway side.**
7. Review building exit routes and location of safe areas with all employees.
8. Department heads should conduct a head count of their respective personnel at the predetermined safe area.

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9. City Clerk and City Manager's secretary will be responsible for clearing citizens and personnel from City Council Chambers (Friends Hall) and adjacent offices.
10. The finance director for the Finance Department will be responsible for checking and clearing all citizens and personnel from rest rooms in city hall complex.
11. Ultimately, the highest ranking police officer on the scene is responsible to ensure that all the city hall/police complex has been evacuated in an emergency situation.
12. Police Department dispatchers (i.e., two on-duty dispatchers or one dispatcher and one EDC II or EDC III) will not evacuate unless directed by the Watch Commander on duty unless the threat of bodily harm is imminent and obvious and common sense would dictate that they, too, exit the building during the emergency situation. If dispatch must evacuate, then they must reroute 9-1-1 calls to NetCom.
13. If, in fact, Police Department dispatch center is required to evacuate, it will be the responsibility of the dispatchers on duty to activate the incident command van to take over all radio communications and set up phone communications via cellular phone with NetCom.

4. Earthquake Policy

Surviving an earthquake and minimizing its damage is not simply a matter of being lucky; awareness of potential hazards and implementing specific preparedness measures are essential actions. Most casualties incurred during an earthquake result from partial building collapse, falling objects and debris, such as toppling file cabinets, bookcases, ceiling plaster and light fixtures. Therefore, action taken prior to an earthquake can make a significant difference in making an emergency manageable.

A. During the Earthquake:

1. If inside the building, stay there. Get under the nearest desk or heavy table, or stand against an inside wall or doorway. If working in a public area, direct building visitors to take cover. Remain in these positions until the shaking or building movement stops.
2. **DO NOT Stay near windows or leave the building unless directed by the Director of Emergency Services or Coordinator of Emergency Services.**

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B. Immediately After the Earthquake:

1. Check among co-workers for injuries and apply appropriate first aid measures. Do not move seriously injured individuals unless they are in immediate danger. **Do not use the telephone unless calling 9-1-1 for fire or medical assistance.**
2. Check work site for structural damage; make note for later damage assessment reports.
3. **If evidence of a fire is found, utilize the phone paging system and state: "There is a fire in this building. Please calmly exit via your closest exit."** Follow notification and evacuation procedure as explained in the "evacuation" section of this plan. Be prepared for aftershocks.

5. Emergency Shut-Off of Utilities

There is no gas flow coming into the City Hall Facility. However, if the situation requires that the utilities to the building be turned off (such as an electrical fire, broken water lines, etc.) the following steps should be followed:

A. Electrical Shut-Off:

1. First, go into the emergency generator shed and locate the manual switch on the generator. Turn the switch to "Stop".
2. Second, go to the shed attached to the building exterior near the Chief's Secretary's Office and locate the large black switch on the panel to the left of the door marked "Main". Push the switch down to the off position.

B. Water Shut-Off:

1. Go to the same area of the building described for electrical shut-off. Behind the shed attached to the building exterior, locate the water line coming from the ground and entering the building. It has been spray painted orange for easy identification. Turn the valve to the off position.

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2. For a complete shut-off of all water entering the building (sinks, toilets, fire sprinkler system, etc.) and used for landscaping, locate the two boxes in the ground at the northwest corner of the building marked "Water". Remove the box covers and locate the water valves inside. Utilize the special valve tool attached to the northwest corner of the building to turn the valves to the off position.

APPROVED BY: 

DATE APPROVED: March 17, 2000