



**Procedure 06**

**EMERGENCY PREPAREDNESS  
AND CONTINGENCY PLAN  
PROCEDURE**

Date prepared : January 6, 2017  
Date approved : January 10, 2017  
Effectivity Date : January 11, 2017  
Revision No. : 00  
Revision Date :  
Control No. : **PM06-01**

Reviewed by: Engr. Carlos N. Santos Jr.-GM

Approved by: Dir. Miguela G. Pleyto-BOD Chairperson

**1.0 OBJECTIVES**

1.1 To identify possible unforeseen circumstances and to enhance the operational readiness of employees in responding to any emergency situations.

**2.0 SCOPE**

2.1 These procedures cover the actions that must be taken by various personnel from the time an incident or emergency. This procedure gives the general structure for the management of a variety of foreseeable emergency situations.

**3.0 REFERENCES**

- 3.1 ISO 9001:2015 Section 6
- 3.2 Procedure for Human Resource Management and Development

**4.0 RESPONSIBILITIES AND AUTHORITIES**

ALL

**5.0 PROCESS**

**5.1 General**

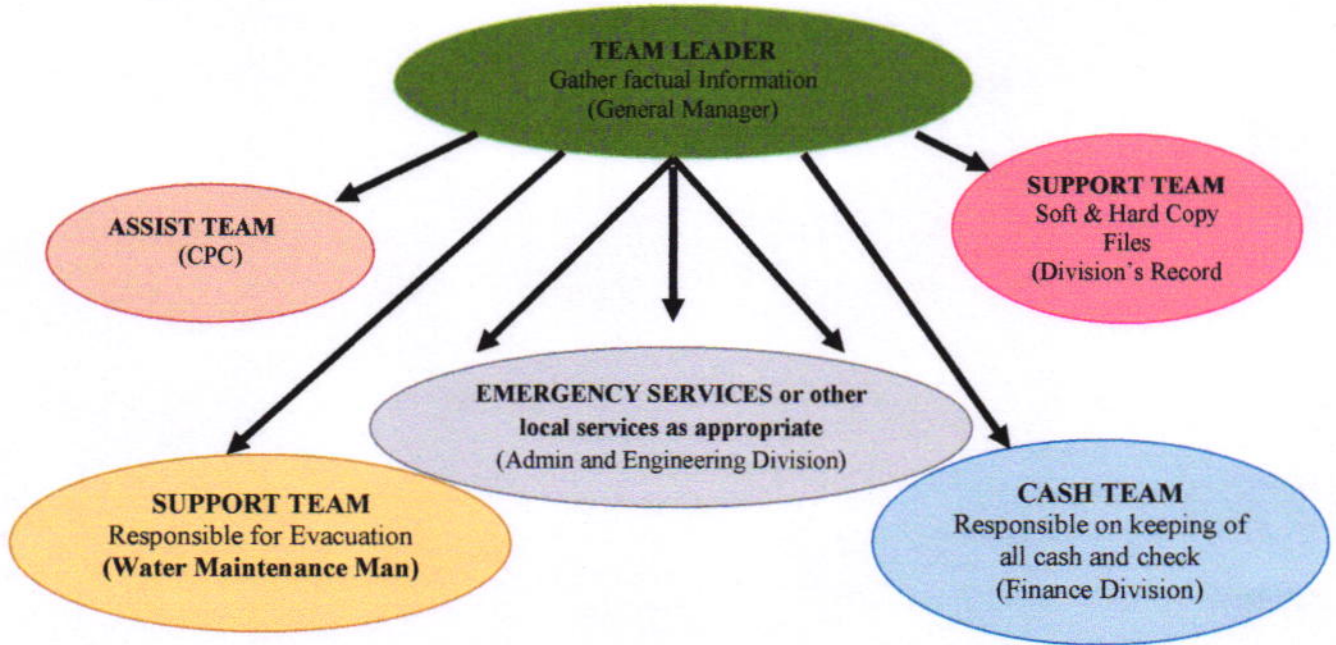
- a) Emergency – Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action.
- b) Disaster – “An unforeseen and often sudden event that causes great damage, serious harm to safety, health and welfare of people or a destruction and damage to the property or environment.

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**5.2 Emergency Team - Designation**

**EMERGENCY RESPONSE TEAM**





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*Carlos N. Santos Jr.*  
Reviewed by: Engr. Carlos N. Santos Jr.-GM

*Miguel G. Pleyto*  
Approved by: Dir. Miguela G. Pleyto-BOD Chairperson

**5.3 TELEPHONE DIRECTORY**

**Telephone Directories of the following must be posted on every division office:**

1. General Manager
2. Administrative Division
3. Police Station
4. Fire Station
5. Security Guard

**5.4 PLANNED RESPONSES - ACTION GUIDES**

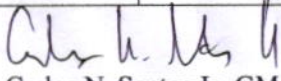
- a) Functional Protocols-Immediate Response Actions
  - Evacuation Procedures
  - Reverse Evacuation
  - Lockdown
  - Drop, Cover and Hold Procedures
  - Off-Building Evacuation
- b) Incident Specific Procedures
  - Bomb Threat/Suspicious Packages
  - Fires
  - Severe Weather
  - Earthquakes

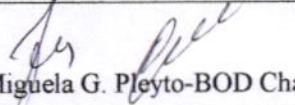


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### EMERGENCY PREPAREDNESS AND CONTINGENCY PLAN PROCEDURE

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### Evacuation

**Purpose:** *Whenever it is determined that it is safer outside than inside the building (I.E., fire, explosion, structural failure, etc.)*

#### Emergency Team Committee


- Team leader will instruct all staff to evacuate the building, using designated routes, and report to their assigned Assembly Area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- At the assembly area, all will stay in place until further instructions are given.

#### Reverse Evacuation

**Purpose:** *When conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.)*

#### Emergency Team Committee

- Immediately move back to office or safe areas (if it is safe to do so) using the closest entry.
- No employees are allowed outside the building.
- Close and lock all exterior doors and windows. Wait an instruction from the emergency committee.

 <p><b>Santa Maria</b> WATER DISTRICT</p>	<p><b>Procedure 06</b></p> <p><b><u>EMERGENCY PREPAREDNESS</u></b> <b><u>AND CONTINGENCY PLAN</u></b> <b><u>PROCEDURE</u></b></p>	<p>Date prepared : January 6, 2017  Date approved : January 10, 2017  Effectivity Date : January 11, 2017  Revision No. : 00  Revision Date :  Control No. : <b>PM06-05</b></p>
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### **Lockdown**

**Purpose:** *Used when there is a threat of violence or serious incident that could jeopardize the safety of staff (Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)*

#### **Emergency Team Committee**

- Direct staff to deactivate the fire alarm.
- Direct staff to turn off alarms and bells
- Stay by the phones to wait for additional procedures from the emergency committee.
- Remotely check status via PA., telephone, computer or other methods

#### **FIRE**

##### **In the event a fire or smoke from a fire has been detected:**

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Emergency Team Leader.
- The Assist Team will immediately initiate an EVACUATION announcement, and notify the municipal fire station.
- All employees will immediately vacate the building
- No one may re-enter the building until it is declared safe by the fire department
- Cash Team will immediately bring with them all petty cash and important financial matter.
- The Support Team (Soft and Hard Files) will bring all necessary files of the company if necessary.