

**ORANGE COUNTY SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Emergency Procedures and Evacuation Plan

**Number:** E 20

**Approved:** Signature on file

**Date:** 3/14/07

**POLICY**

All staff shall follow Agency safety and emergency procedures, as required by Cal/OSHA, County CEO/Risk Management, and applicable Memoranda of Understanding.

The safety of the employees and clients is the highest priority during any emergency situation. All staff shall report any emergency situation to their supervisor, who is responsible to notify the appropriate person or call 911 (9-911 from County telephones), if necessary and safe to do so. Staff reporting the emergency will refrain from causing alarm to other employees or clients and will await further instructions from their supervisor.

Staff should contact their Departmental Safety Representative (DSR) if they have further questions regarding their Emergency Action Plan. DSR should contact the SSA Safety Coordinator if they have further questions regarding the plan.