

Russian River Cemetery District Emergency Action Plan (EAP)

Updated: September 2025

1. Purpose and Scope

This Emergency Action Plan (EAP) establishes procedures and responsibilities for responding to workplace emergencies at the Russian River Cemetery District, including both the 28-acre main cemetery and the 1-acre historical cemetery. The plan meets Cal/OSHA requirements (8 CCR §3220) and applies to all employees, volunteers, contractors, and visitors.

2. Types of Potential Emergencies

The following emergencies may reasonably occur at District facilities:

- Fire (office, shop, equipment, wildland/grass)
- Medical emergency (employee, contractor, or visitor)
- Earthquake
- Flood or severe weather
- Hazardous materials (fuel, pesticides, cleaning supplies)
- Workplace violence / security threat
- Utility failure (power, water, phone)

3. Reporting Emergencies

- Call 911 immediately for fire, medical, or police emergencies.
- Notify the Office Manager or Grounds Foreman as soon as possible.
- Provide: your name, location, nature of emergency, and if injuries are involved.
- After hours, emergency calls should still go directly to 911.

4. Emergency Evacuation Procedures

- Evacuation Routes:
 - Office: Exit through front or side doors, assemble in front parking lot.
 - Shop/Grounds Area: Exit building through large bay doors or side doors, assemble in gravel lot by equipment yard gate.
 - Cemetery Grounds: Employees in the field should move to nearest driveway/road access and await instructions.

- Assembly Areas: Employees will gather at designated assembly points and report to the Office Manager or Grounds Foreman. Two main areas to gather will be the front of the cemetery near the main gate or the back of the cemetery in the Deer Park parking lot.
- Accounting for Employees: The Office Manager (or designee) will take roll call.
- Visitors/Public: Grounds crew should direct cemetery visitors calmly toward the nearest safe exit or roadway.

5. Fire Emergency

- Activate fire alarm (if present) or alert others by shouting 'FIRE.'
- Evacuate immediately—do not attempt to fight fire unless trained and safe.
- Use fire extinguishers only if safe.
- Call 911 and report details.

6. Medical Emergency

- Call 911 immediately.
- Provide first aid/CPR only if trained and safe to do so.
- Keep victim comfortable and remain with them until help arrives.
- Assign someone to direct emergency responders to the scene.

7. Earthquake

- Indoors: Drop, Cover, Hold On.
- Outdoors: Move away from headstones, trees, power lines, or structures.
- After shaking stops, evacuate buildings and report to assembly area.
- Check for injuries, fires, or utility damage.

8. Severe Weather / Flood

- Monitor weather alerts (NWS, County OES).
- If flooding occurs, move to higher ground.
- Secure equipment and vehicles away from low-lying areas.
- Cease outdoor work during lightning or high-wind events.
- In case of high winds, the cemetery will be evacuated and all gates locked. All walk-through gates will be padlocked closed.

9. Hazardous Materials

- Stop work, evacuate area, and call 911 if large or dangerous.
- Report to Office Manager or Grounds Foreman.
- Do not attempt cleanup unless trained and equipped with PPE.

10. Workplace Violence / Security Threat

- Remain calm and remove yourself from danger if possible.
- Call 911 immediately.
- Do not confront armed or aggressive individuals.
- Alert coworkers discreetly.
- After incident, secure facilities and file report.

11. Utilities / Power Outages

- Report outages to Office Manager.
- Use flashlights (not candles).
- If outage causes unsafe work conditions, employees may be released.

12. Roles and Responsibilities

- Office Manager (Dana Kornegay): Overall emergency coordinator; ensures compliance, conducts training, maintains emergency contacts, reports to Board.
- Grounds Foreman (Jaymen Cooper): Directs grounds crew response, assists with evacuation, ensures shop/equipment safety.
- Employees: Follow plan, assist visitors, report emergencies, attend training.
- Trustees/Public: Follow staff instructions during emergencies.

13. Training and Drills

- All employees trained upon hire and annually thereafter.
- Fire extinguisher training to provided.
- At least one evacuation drill each year.
- First aid/CPR training strongly encouraged.

14. Plan Maintenance

- Office Manager reviews and updates EAP annually or after incidents.
- Changes approved by Board of Trustees.
- Updated plans distributed to staff and posted in office/shop.

15. Emergency Contacts

- Fire/Police/Medical: 911
- Mendocino County Sheriff's Office: (707) 463-4086
- PG&E (Gas/Electric Emergencies): 1-800-743-5000
- Mendocino County OES: (707) 234-6050
- GSRMA Insurance (Loss Prevention): -1-800-540-5635

Employee Acknowledgment of Annual Review

We, the undersigned employees of the Russian River Cemetery District, acknowledge that we have received, read, and reviewed the Emergency Action Plan (EAP). We understand the procedures outlined within this plan and agree to follow them in the event of an emergency. This acknowledgment is to be reviewed and signed annually.

Employee 1 Name: _____

Signature: _____

Employee 2 Name: _____

Signature: _____

Employee 3 Name: _____

Signature: _____

Employee 4 Name: _____

Signature: _____

Employee 5 Name: _____

Signature: _____

Date of Annual Review: _____