

Nevada County Homeless Encampment Action Protocol

This protocol is approved and active as of April 15, 2019.

I. PURPOSE

The purpose of the Homeless Encampment Action Protocol is to develop a standard process for the County's response to homeless encampments located on public property in the unincorporated areas of Nevada County. The procedures set forth in this document are intended to facilitate the removal of unlawful encampments in accordance with applicable federal, state and local laws, and regulations, while supporting the relocation of encampment inhabitants into homeless shelters or other identified housing resources through the provision of outreach services.

II. DEFINITIONS

- A. "Abatement" means the elimination of conditions constituting a public nuisance.
- B. "Authorized Personnel" means County or contracted personnel authorized to inspect, monitor, patrol, conduct abatement activities, and/or respond to unauthorized homeless encampments on public property.
- C. "Homeless Encampment" means a transient or interim gathering of one or more individuals on public property, which reasonably appears to be used for unauthorized camping.
- D. "Housing Resource Manager" means the acting Health and Human Services program manager overseeing homelessness response programs and outreach services on behalf of the County.
- E. "Homeless Shelter" means a homeless services program located in Nevada County that offers temporary overnight housing to homeless individuals.
- F. "Homeless Outreach and Medical Engagement (HOME) Team" is a team of individuals comprised of health and human services personnel organized to respond to homeless encampments. This team provides outreach services and identifies temporary shelter or other housing options on behalf of the homeless individuals.
- G. "Personal Property" means any moveable item or tangible thing that is subject to ownership, has apparent utility in its present condition, and is not hazardous to the health and safety of others. Examples of personal property include, but are not limited to, personal documents and papers, photographs, clothing, sleeping items, tents, jewelry, electronics, non-perishable food items, eyeglasses, personal assistance, medical equipment, and prescription medications.
- H. "Public Property" means property owned by the County of Nevada or other public agency and held open to the public.

- I. "Public Nuisance" means any condition of property which would materially hamper or interfere with the prevention or suppression of fire in the area or which may pose an immediate hazard to persons in the vicinity.

III. PROCEDURES

A. Initial Response

1. County-authorized personnel responding to a report of, or upon discovering a homeless encampment on County property, will immediately contact the Housing Resource Manager and Code Compliance Program Manager to organize a coordinated response.

2. Homeless Outreach and Medical Engagement

The Housing Resource Manager will contact the Homeless Outreach and Medical Engagement (HOME) Team to provide outreach services to the encampment inhabitants as soon as practical. The team will assist with identifying alternative shelter or other temporary housing resources and services.

If the homeless encampment inhabitants are present at the camp, they shall be encouraged to voluntarily vacate the area and remove their own personal property prior to enforcement or abatement activities. Upon verification by the Housing Resource Manager (HRM) that immediate shelter bed space or temporary housing resources are available to the homeless encampment inhabitants, HOME personnel shall offer the encampment inhabitants transportation resources, as available, to facilitate immediate placement in the available resources. Once shelter beds or other temporary housing availability is confirmed, the HOME Team will coordinate with Code Compliance personnel to provide notification both in person and in written form of the need for the encampment inhabitants to immediately vacate the homeless encampment.

If shelter or other temporary housing alternatives are not immediately available to the homeless encampment inhabitants, HOME and Code Compliance personnel shall withhold the service and posting of the notice to vacate and removal of personal property, and shall contact the County Counsel's Office to review the current circumstances. This shall not prohibit the lawful abatement of any conditions within the encampment site that constitute a public nuisance and pose an immediate threat to the health and safety of the encampment inhabitants or others.

3. Documentation and Assessment of Encampment Conditions

If the homeless encampment inhabitants are not present at the camp or if they vacate the area without removing their own personal property, Code Compliance personnel will thoroughly document the condition of the encampment in writing before the removal of any items including trash or safety hazards. Code Compliance will use time-stamped photographs, photographing any/all areas and conditions that are suspected of constituting health and safety hazards.

Where health and safety hazards are identified, Code Compliance will contact Environmental Health to coordinate an on-site inspection of the encampment. This inspection shall be documented in writing and photographed with time-stamped images. The inspection will be used to determine whether the conditions within the encampment constitute an immediate hazard or serious risk to the health and safety of the encampment inhabitants or others and whether immediate abatement activities are necessary, as authorized under law. In such cases, consultation with County Counsel may be initiated, as deemed appropriate.

Once authorized, Code Compliance will then remove and dispose of any “immediate hazard” found on County Property. An “immediate hazard” is an imminent threat to the health or safety of the homeless or the community, such as fuel or other flammable substances. Conditions constituting an immediate hazard shall be exempted from any applicable 72-hour notice requirements set forth below.

Code Compliance will contact Law Enforcement when criminal activity is suspected during the course of their investigation.

4. Notice to Vacate and Remove Personal Property

Following completion of the initial on-site inspection, Code Compliance personnel shall provide personal notice to all inhabitants currently on site and have the encampment conspicuously posted with a notice to immediately vacate the encampment along with all personal property. The Notice shall be dated and will advise the encampment inhabitants that they have a minimum of **72 hours** to remove any personal property located in the encampment, and that any personal property remaining after the expiration of the notice period will be removed and stored. The notice shall include instructions for the recovery of personal property removed by authorized personnel, including the name and contact number of the individual or entity to be contacted for retrieval of the property. The posting of notice shall be documented in writing and photographed with time-stamped images so as to verify the date, time, and locations of the posted notice. Any personal property determined to pose an “immediate hazard” to health and safety of others is exempted from the 72-hour posting time period.

After posting the notice to vacate and remove personal property, and up to two hours prior to the time expiration of the notice, the HOME Team will re-confirm shelter and/or temporary housing availability and continue to assist any remaining homeless encampment inhabitants with securing available shelter beds or other temporary housing resources.

If homeless individuals remain in the homeless encampment and refuse to exit the property when alternative shelter beds or temporary housing resources are immediately available and offered to them, Code Compliance or other county authorized personnel shall contact Law Enforcement to request assistance.

B. Removal and Storage of Personal Property

After expiration of the notice to vacate and removal of personal property, Code Compliance personnel will coordinate with County Facilities staff to complete a final inspection of the homeless encampment and take the following steps:

1. Conduct and document a final field review of the encampment to determine whether homeless individuals are present. If homeless individuals are present, the HOME team will be notified to make contact with the homeless individuals. Homeless individuals claiming ownership of any personal property remaining on site shall be encouraged to exit the encampment with their personal property while County personnel are on site.
2. Complete a detailed written inventory of all personal property remaining on site. Time-stamped photographic or video records of the general condition of the encampment and the remaining property shall be made. Each item of personal property shall be marked by number or other standard method of identification. In addition, each inventory record shall identify (a) the date the personal property was inventoried; (b) where the personal property was approximately located within the area of the encampment; (c) recordation of any indicia located with the property that could identify the owner of the personal property; (d) photographs of each item of personal property subject to removal; and (e) a description of any obvious condition issues with the personal property.
3. When the homeless encampment includes distinct areas where personal property is located, each area shall be inventoried separately according to the procedures set forth above so as to limit any intermingling of personal property that may belong to multiple encampment inhabitants.
4. All personal property removed from the homeless encampment shall be stored in a secure and dry location, and separated in a manner to prevent intermingling of individual property.
5. A record of the date, time and location of the removal of personal property from the homeless encampment.
6. The Environmental Health Department shall be notified of any personal property, or items that are determined to be hazardous and/or unsafe for storage. Such items shall be documented, photographed, and properly removed and disposed of as directed by the Environmental Health Department.
7. All personal property shall be stored for a minimum of 90 days prior to disposal or other disposition.
8. Items determined to be trash shall be disposed of at either the McCourtney Road Transfer Station or through the County's regular trash collection service provided by Waste Management.

Personal property may be kept in one box/container that is marked with the date, time and location of the removal.

At any point during the 90 day period, the owner of the personal property has the right to contact the HRM to arrange for the retrieval of the personal property. The individual shall be required to identify the approximate date of the removal of the property, the location of where the property was located when collected, and a description of the personal property they are claiming.

A copy of the numbered inventory sheet shall be signed and dated by the claimant and serve as a receipt.

IV. SAFETY PRECAUTIONS

- A. An on-site coordinator to direct all operations shall be assigned. The on-site coordinator shall conduct a field review/assessment of the area to be cleaned prior to assigning any work. As necessary, the Department of Environmental Health shall be requested to inspect and report on issues involving the protections of the homeless, neighboring residents, and authorized personnel during encampment removal and abatement activities that involve the disposition of hazardous waste or other items that constitute an immediate health or safety risk. Each homeless encampment will have unique geographical and physical conditions which may require site specific safeguards. The following instructions will assist in developing specific Code of Safe Practices (COSP) for each site. Also see the attached Code of Safe Practices (Attachment A).
1. Identify tasks to be completed.
 2. Identify hazards inherent for each task and order according to severity.
 3. Identify controls for each hazard (engineering, procedural and personal protective equipment).
 4. Document and submit to appropriate official to be reviewed and signed off.
- B. All required personal protective equipment; material handling equipment, disposal containers and decontamination facilities shall be onsite before work begins.
- C. All personnel assigned to remove the encampment shall be familiar with and conform their removal activities to the Code of Safe Practices. Employees shall review this code and utilize pre-task planning to identify hazards, solutions, and identify individual assignments prior to starting work. Individuals assigned to remove the encampment shall take appropriate safety precautions in the course of the work.
- D. Workers shall be aware of the potential hazards from human waste, hypodermic needles, etc. and what actions to take if hazards are uncovered during clean up action. Workers should be careful when handling discarded hypodermic needles; refer to the Code of Safe Practices for proper handling and disposal. Authorized personnel shall be trained to handle hazardous materials and wastes, including the use of personal protective equipment and clothing.
- E. Use standard personal protective equipment and appropriate personal protective gear; follow additional requirements found in the applicable Code of Safe Practices (Attachment A).
- F. An employee who is injured on the job shall report the work injury to their immediate Supervisor as soon as possible, and before going to a doctor.
- G. Supervisors shall provide proper equipment and prompt transportation that will avoid unnecessary delay in emergency treatment of injuries.

- H. If an injury requires treatment during off-hours, the employee's Supervisor shall be notified immediately and should accompany the injured employee to the doctor.
- I. All employees shall be aware of the approved physicians, clinics and hospitals available in their immediate work areas. Names, addresses and telephone numbers of approved physicians and medical facilities shall be in all trucks and supervisors' offices.
- J. On site, at least one crewmember shall be trained in a standard first aid course equal to that of the American Red Cross Standard First Aid Course; to remain current, each employee shall be trained every three years.
- K. An approved first aid kit shall be on site; all supplies must be kept and maintained in a sanitary and usable condition.
- L. Follow up

It is the policy to discourage the re-establishment of encampments once they have been removed through this procedure. This will include the following activities:

- A. After encampment removal, the area will be posted with signs stating "No Camping" or "No Trespassing" including the telephone number of the Coordinated Entry System (CES) information and referral hotline – 211.
- B. The agency with jurisdiction will provide routine patrol of the prior homeless encampment areas.
- C. Facilities shall evaluate the benefits of vegetation control and scheduled inspection activities that manage vegetation growth. This will decrease concealment and discourage reuse of the property as a homeless encampment by increasing visibility and effective monitoring.
- D. A complete set of records generated during a homeless encampment response shall be maintained by the HRM for a minimum of one year.

Attachment A

Code of Safe Practice for Homeless Encampment Action Protocol

Task: Outreach services to encampment inhabitants, assessment of encampment conditions, and posting notice.

Hazard(s) Identified

- Personal and public contact
- Contact with Unknown Persons

Personal Protective Equipment

- Long sleeve shirts
- Pants
- High top work boots
- Gloves

Procedures

- A. Do not enter a homeless encampment alone; use the buddy system or go in a group.
- B. Be aware that some residents may become upset or combative. Do not argue. If residents make threats or become violent, leave the area immediately and request law enforcement assistance.

Task: Removal of former inhabitants personal property.

Hazard(s) Identified

- Overcrowding of Workers
- Moving traffic
- Moving equipment
- Hidden obstructions
- Lifting
- Poison oak
- Hazardous Insects and Snakes
- Noise exposure above 90 decibels
- Sharps

Personal Protective Equipment

- Long sleeve shirts
- Pants
- High top work boots
- Gloves
- Eye, and respiratory protection as needed
- Hearing protection (if exposed to noise above 90 decibels)

Procedures

A. Work Area Protection

- Supervisors should plan work activities so as to minimize or eliminate the need for backing of equipment
- Park in a safe area suitable for safe entering or exiting of vehicle and which does not cause a hazard to yourself or others. Whenever possible, avoid parking close to a highway, even for a short period of time. If a vehicle is not being used for the work or to protect workers, it should be parked where it will have no influence on passing traffic or block potential escape routes for workers on foot.
- When vehicles are parked alongside the traveled way, enter and exit vehicles on the off-traffic side whenever possible, even though it may be inconvenient.
- Use chock blocks or otherwise secure the vehicle to prevent movement; do not rely on the parking brake.

B. Traffic Control and Shoulder Closures Requirements

- Traffic control, shoulder closures and work area protection requirements shall be in accordance with Chapter 8 of the Maintenance Manual. When planning a lane or shoulder closure, everyone concerned must know what their job is and what is expected of them before going out on the road.
- Unless there is a clear reason for doing otherwise, workers on the pavement or on an unprotected roadside, or landscaped areas, shall, insofar as is practical, continually face toward oncoming traffic. This is the personal responsibility of every individual working on or near the highway. If facing oncoming traffic is impractical, you should use a lookout.
- While on foot, make every effort to perform work facing oncoming traffic.

C. Vehicle Operations

- All drivers shall perform a pre-operational (pre-op) check of their vehicles, including rental equipment before leaving the yard. Be familiar with operator's manual. No vehicles or equipment are to be operated when in an unsafe condition.
- All employees who are drivers or passengers of county vehicles, rental vehicles or private vehicles on county business shall wear seat belts and/or harnesses.
- All employees operating equipment with rollover protective structures shall wear seat belts.
- All employees expected to operate vehicles or equipment, covered by the Equipment Qualification Program, shall be trained and qualified on each type of vehicle/equipment that the employee will operate on county business before operating the vehicle/equipment unsupervised.
- Use proper mounting/dismounting techniques when climbing into and from vehicles/equipment. Face the equipment, use the hand and foot holds provided and do not jump off equipment.
- Do not walk around in an area where equipment is being operated until you let the person operating equipment know that you are there and that you are seen by them.

- Do not operate vehicles, tools or equipment if your abilities are impaired in any way due to fatigue, the effects of prescription or over-the-counter medication(s), controlled substances, or the complications of illness or injury.
- Working in this condition may limit the ability to perform your work in a safe manner. Notify your supervisor immediately if you are taking any medication that could hinder your performance.

D. Handling Property

- Disinfect the area with a 10% household chlorine bleach solution prior to handling the debris. This solution could also be used to disinfect protective gear and equipment.
- Beware of hidden obstructions both below and above ground such as trip wires, traps in grassy areas, ground covers, and rodent burrows on unstable terrain.
- Be alert and watch for weapons, stashed and/or hidden. Immediately report any discovered weapons to the onsite supervisor. Do not touch or move them. Call local law enforcement to investigate and remove any weapons.
- Be observant for any electrical hazards such as temporary/hidden electrical wiring that may have been connected illegally. Contact your Electrical crew for assistance in disconnecting charged wiring.
- Use motorized equipment to perform the work, if possible. Keep workers on foot clear of moving equipment.
- Be careful while lifting; lift using the large muscles of your legs instead of your back. A significant number of lost time injuries involve the back. Be careful when lifting. Get help or use equipment, if necessary. When lifting heavy objects, lift properly: 1. Get a firm footing. Keep feet apart (shoulder width) for a stable base, point toes out. 2. Bend your knees. 3. Tighten stomach muscles. 4. Lift with your legs. 5. Keep load close. 6. Keep your back straight.
- If using plastic bags to dispose of refuse, do not overload the bags. Do not place sharp objects in bags that may cause them to rupture and possibly injure a coworker.
- Whenever it is necessary to work around suspected poison oak areas learn to recognize and when possible avoid poison oak, wear long sleeve shirts and gloves, and wash with water and soap after any suspected exposure.
- Learn to recognize Rattle Snakes and their habitat, and avoid them. If you must work in those areas wear the proper protective equipment: long sleeve shirts, high top work boots, and gloves.
- Hearing protection is required
- In certain instances, during cleanup, a law enforcement presence may be advisable.

Task: Handling and Disposing of Hazardous Materials

Hazard(s) Identified

- Environmental Hazards
- Unidentified materials

- Body wastes
- Urine waste
- Infectious Diseases/substances
- Biohazards including bloodborne pathogens

Personal Protective Equipment

- Litter-picker or other device
- Use standard personal protective equipment including pesticide-use safety glasses (brow and side shields required) or chemical goggles. In addition,
- Impermeable (rubber) boots,
- Nitrile or other impervious gloves and
- Tyvek coveralls or other splash resistant clothing (i.e. raingear) are required while working with urine waste.
- A NIOSH approved N-95 dust mask and/or face shield may also be used. (If a dust mask is used, comply with the County Dust Mask Guidelines.)

Procedures

- Plan the task to minimize employee and public contact with potentially infections or hazardous substances to prevent environmental damage. Contain any liquid waste with earth berms or use absorbent materials to minimize off-site movement of materials. Refer to National Pollutant Discharge Elimination Systems Manual, Chapter 2.
- All employees assigned to operations involving the use of chemicals shall have access to Safety Data Sheets (SDS), proper training in handling procedures and be provided the necessary protective devices as required by the Departmental Safety Manual.
- All employees shall be trained in the County Hazardous Material Communication Program.
- Employees shall be trained in hazardous spill awareness. Drug lab paraphernalia, used hypodermic needles, medical waste, bombs or other explosive devices and other hazardous substances are occasionally discarded within the right of way. If any of these items are found, the Supervisor should be notified immediately and the proper steps taken to insure that employees are not exposed. Unknown materials should be considered hazardous until identified by trained personnel.
- Wash thoroughly after handling chemical pesticides or other hazardous substances, and before eating, smoking, or using the restroom. Follow all special instructions on product labels, Pest Control Advisor recommendations, Safety Data Sheets and from other authorized sources.
- When new products/ chemicals are introduced, supervisor shall ensure that the SDS are reviewed and understood by all affected employees before any work with the product/ chemical is done.
- Disinfect the area with a 10% household chlorine bleach solution prior to handling the debris. This solution could also be used to disinfect protective gear and equipment.
- Prior to collecting or disturbing suspected urine waste, observe the container and contents:

1. The contents are the color of pale yellow, straw, light yellow, yellow, dark yellow or amber;
 2. The amount of fluid in the container is less than 1 (one) gallon;
 3. The bottle is of a shape that could be used to urinate in to (workers should be suspicious of glass containers);
 4. The container does not appear to be eaten away, melted, or deformed by the contents. (These are indicators that the contents may be chemicals rather than urine.)
- I. Pick up urine containers with a litter picker or other extension tool (shovel, pitchfork, etc.) and place in a 5-gallon bucket or other leak-proof carrying container. Do not touch urine containers with your hands. Do not open or puncture urine containers. If they disintegrate during handling, collect pieces of container if possible. Don't allow liquid to enter storm drains or drainage facilities, follow Stormwater BMPs.
 - J. Consolidate the waste into a 55-gallon drum with a poly-liner or other leak-proof transport container. Make sure the transport container is in good condition before use. After filling, make sure container is properly sealed and labeled before moving or storage. Use a lift gate or loader to place filled drums in truck; do not lift by hand. Store transport containers in the waste storage locker at the maintenance station. Contact the District Maintenance Hazardous Materials Manager for disposal assistance. **DO NOT THROW URINE IN THE TRASH OR POUR URINE DOWN A STORMWATER DRAIN.**
 - K. Follow good hygiene practices. Do not eat, drink, or smoke while handling biological or other hazardous materials. Wash with soap and water prior to eating, drinking, or smoking.
 - L. If urine splashes on skin, wash with water and soap as soon as possible. If protective clothing is splashed, wash off with water and change if leakage is occurring. Remove protective clothing and wash hands thoroughly with clean water and soap when finished and before eating, drinking, smoking or using the restroom. Place disposable protective clothing in garbage bags for disposal in trash. Non-disposable protective equipment should be bagged and cleaned before re-use. If vehicles become contaminated, they should be cleaned before being re-used for other work.

Task: Hypodermic Needle(s) Disposal

Hazard(s) Identified

- Punctures
- Infectious Diseases/substances

Personal Protective Equipment

- Litter-picker or other device
- Sharps Container (leak-proof, rigid, puncture-resistant container)

Procedures

- A. Be careful when handling discarded hypodermic needles. Refer to the Code of Safe Practices for proper handling and disposal.

- B. Under no circumstances should you pick up discarded hypodermic needles with your hands. Use a litter-picker or other device. Needles can puncture leather gloves.
- C. Place hypodermic needles in a leak-proof, rigid, puncture-resistant container ("Sharps Container" provided by your Supervisor). Do not hand hold container while placing needles inside with a litter picker; **YOU MAY ACCIDENTLY PUNCTURE YOUR HAND.** Place the open container on the ground before attempting to put the needle inside the Sharps container. Containers must be labeled as a biohazard.
- D. Do not carry or store needles in the cab of your vehicle or anywhere where they may accidentally come in contact with another person, your clothes or foodstuffs.
- E. Store containers with used needles in secure areas where contact will be avoided. For disposal, use the services of Hazardous Spill Cleanup Contractors. Contact a properly trained First Responder.
- F. If you feel you may have come in contact with any item that may be infectious, notify your Supervisor. Wash the contaminated area immediately with soap and water. Towelette preps in the first aid kit may also be used to disinfect the hands. Wash thoroughly with clean water and soap before eating, drinking, smoking or using the restroom.
- G. Do not eat, drink, or smoke while handling biological or other hazardous materials. Wash with soap and water prior to eating, drinking, or smoking.

Task: Propane Tank Handling and Disposal

Hazard(s) Identified

- Fire
- Explosion
- Eye Injury
- Freeze Burn
- Overfilling
- Asphyxiation

Personal Protective Equipment

- Always wear gloves, which will not absorb propane liquid, when changing or filling tanks. Do not use cotton or leather. Remove any clothing that becomes saturated with propane.
- Always wear eye protection when changing or filling tanks. Use chemical safety goggles meeting the spec. ANSI Z87.1 when connecting or disconnecting lines under pressure.

Procedures

- A. Review material safety data sheet for propane.
- B. Smoking is prohibited within 50 feet of tanks.
- C. Inspect propane tank(s) for damage; look for external corrosion, denting, bulging or fire damage; pay special attention to the bottom of the cylinder.

- D. Check the propane tank certification. Portable propane tanks are required to have a DOT number and the date of manufacture or last certification stamped on them. Portable propane tanks are required to be re-certified 12 years after the date of manufacture, and again at 7 years if followed by an 'S' or 5 years if followed by an 'E'. During the required certification testing have the vendor remove and inspect the product delivery valve and the dip tube.
- E. Check for leaks: inspect all propane valves, hoses and connections, especially those that are located close to any ignition sources; look for cracked hoses, broken gauges, and damaged regulators. Use a soap and water solution
- F. A valve protection device shall be installed on all propane tanks that do not have a guard around the valve.
- G. Tanks must be transported in the position in which they are to be used, and in a secure manner that will prevent them from falling over.
- H. Be aware of the effects that changes in temperature and elevation have on pressurized propane tanks. The pressure in a tank filled in the morning, when the ambient temperature is cool, may increase in the afternoon when the temperature increases. The pressure in a tank, which is filled at a low elevation, will also increase when the tank is transported to a higher elevation. When a propane tank is full, these pressure changes may be beyond the capability of pressure relief valve. This could cause the pressure safety valve to release propane into the atmosphere, with disastrous results if an ignition source is close. If the safety valve releases, replace the valve.
- I. Do not transport propane tanks that are overfilled. To check for overfilling, crack open the main valve and check for vapor coming out before installing the pressure regulator. If liquid appears the tank is overfilled, and should not be used. Always point the valve opening away from your body when performing this test.
- J. Propane tanks can be disposed at the McCourty Transfer station on Wednesday to Friday.
- K. Propane tanks shall be stored only in well protected and secured areas. They shall be well ventilated, free of heat and ignition sources and at least 20 feet (6 meters) away from any combustible material such as oil, grease or adhesives. When tanks are being stored, you must indicate if a tank is empty or full with a proper tag or marking. All propane tanks not in use, or being transported, must have a plug or regulator installed in the product delivery valve and have the appropriate hazard warning decal.
- L. Employees handling portable propane tanks shall receive training in tank handling, transporting and storing procedures prior to performing task.

Task: Fuel Handling and Disposal

Hazard(s) Identified

- Fire
- Explosion
- Eye Injury

- Asphyxiation

Personal Protective Equipment

- Always wear gloves, which will not absorb the fuel. Do not use cotton or leather. Remove any clothing that becomes saturated with fuel.
- Always wear eye protection when handling fuel. Use chemical safety goggles meeting the spec. ANSI Z87.1.

Procedures

- A. Review material safety data sheet for propane.
- B. Gasoline and diesel fuels are flammable, and therefore they can be dangerous, so always use caution; smoking is prohibited within 50 feet of gas cans.
- C. If you get gasoline on your skin, wash with soapy water right away to avoid potential skin irritations. Do not smoke or light a match until you are sure all gasoline has been removed
- D. If you get gasoline on your vehicle, wipe it with a rag or paper towel. Do not smoke or light a match until you are sure all gasoline has been removed
- E. Gasoline should only be used for its intended purpose – as a motor fuel. Do not mix gasoline with kerosene or diesel.
- F. Inspect fuel container; look for damage, punctures, and leaks; pay special attention to the bottom of the container.
- G. A cap shall be installed on all container that do not have one.
- H. Fuel containers must be transported in the position in which they are to be stored, and in a secure manner that will prevent them from falling over. Do not transport fuel container that are overfilled. To check for overfilling, always point the valve opening away from your body when performing this test.
- I. Dispose of small quantities of fuel at McCourtney Transfer station, otherwise large quantities can be disposed of through World Oil Corp.
- J. Gasoline can be dangerous if not stored properly. It should only be stored when absolutely necessary in an appropriate container.
- K. Gasoline must be stored in an approved fuel can or tank – usually 5 gallons or less. Be sure to leave some room in the container to allow for some expansion.
- L. Keep gasoline containers tightly sealed and handle them gently to avoid spills.
- M. Store gasoline at room temperature, away from potential heat sources such as the sun, a hot water heater, a space heater or a furnace.

- N. Store gasoline in a detached shed or garage – at least 50 feet away from ignition sources, such as pilot lights. Gasoline vapors are heavier than air and can travel along the floor to ignition sources.

Emergency Portable Eyewash Procedures

Definitions:

- Eye/Face Wash: A device used to irrigate and flush both the face and the eyes.
- Flushing Fluid: Potable (drinkable) water or other medically acceptable solution.
- Personal Eyewash: A supplementary eyewash that supports self-contained eyewash equipment by delivering immediate flushing for less than 15 minutes.
- Self-Contained Eyewash: An eyewash device that contains its own flushing fluid that must be refilled or replaced after each use.

Procedure:

- A. Immediate and proper use of emergency flushing is essential to minimizing injury from exposure to hazardous materials. It is therefore imperative that proper maintenance and inspection is performed on portable emergency eyewash units.
- B. The on-site coordinator is responsible for testing, inspection and repair of the portable eyewash units as part of equipment pre-op and post-op; the on-site coordinator will keep a dated and initialed written record of inspections and maintenance. This includes changing flushing fluid in the portable units at the frequencies recommended by the manufacturer.
- C. When testing and inspection is performed, any deficiencies will be reported to the supervisor, who will ensure steps are taken to correct.
- D. Each unit is to be free from clutter so access is not blocked. The ANSI (American National Standards Institute) standard requires units be accessible within 10 seconds or less of the hazard. In terms of distance it can be calculated as approximately 55 feet.
- E. The on-site coordinator will ensure that personnel who may need to use an eyewash unit are trained on its location and use.
- F. The supervisor of the on-site coordinator is responsible for ensuring that procedures are followed.

The following are key specifications from ANSI Z358.1 – 2004:

- A. Personal eyewash equipment:
- Personal eyewash equipment, such as bottles and small portable units, are designed for immediate flushing of the eyes without being injurious to the user. These support plumbed and self-contained units, but does not provide adequate replacement.
 - Operator instructions must be maintained on personal eyewash equipment.

- Water must be changed out at least once per week when it is used without a preservative. An expiration date must be maintained according to the manufacturer's specifications on equipment containing flushing solutions or preservatives.

B. Self-contained eyewash:

- Must supply at least 0.4 gpm of flushing fluid at a velocity low enough to be noninjurious to the user.
- At least a 15 minute supply of flushing fluid must be available.
- Eyewash units must supply flushing fluid to both eyes simultaneously.
- The flushing fluid supply valve must stay open without the use of the operator's hands.
- Nozzles must be protected from airborne contaminants. Nozzle protective device removal must be automatic (not require a separate motion by the user) when the unit is turned on.
- Eyewash units must be placed between 33 and 45 inches from the user's standing surface and at least 6 inches from the nearest wall or other obstruction.

Flushing/Inspections

- A. Water in self-contained units must be replaced with fresh potable water at least once per week. Follow the manufacturer's recommendations for functionality tests and solution replacement when a preserved solution is used in these units.
- B. The self-contained eyewash unit should be filled with flushing fluid and then activate. Record the time needed to fill a gallon container. Verify that the water gently flows at 0.4 gpm at similar heights. After 15 minutes of operation, use the water collected to refill the container. Activate the unit again. Beginning 12 minutes after the flow, the time it takes to fill the gallon container must be 2 minutes or less.
- C. Each unit must be reviewed weekly to make sure components are in place, the unit is readily accessible, and that flushing solution has not passed its expiration date. Also verify that bottles with seals/tamper indicators are sealed, replacing those that are not.
- D. Each eyewash unit not passing inspection or requiring repair, must be signed to warn people that the emergency flushing station is not functioning properly. Repair of defective units must be expedited. Alternate measures must be in place until repairs are made.
- E. Records of each flush/inspection must be kept. These records may be recorded on tags that are attached to drenching and flushing equipment, by means of a checklist, or by both.

COUNTY OF NEVADA

NOTICE TO IMMEDIATELY VACATE AND REMOVE PERSONAL PROPERTY

YOU MAY NOT CAMP OR OTHERWISE REMAIN ON THIS PUBLIC PROPERTY AND MUST VACATE AT ONCE. *ADDITIONAL INFORMATION REGARDING LOCAL SHELTER OPTIONS THAT ARE IMMEDIATELY AVAILABLE TO YOU, AS WELL AS OTHER HOUSING AND SOCIAL SERVICES RESOURCES, IS AVAILABLE BY CONTACTING THE NUMBER ON THIS NOTICE OR IF YOU DESIRE ASSISTANCE WITH TRANSPORTATION OF YOUR BELONGINGS OR TO A LOCAL SHELTER, PLEASE CALL HOME TEAM 530-205-7986 (M-F, 8AM-5PM)*

YOU MUST REMOVE ALL PERSONAL PROPERTY LOCATED ON THIS SITE WITHIN **72 HOURS** OF THE POSTING OF THIS NOTICE. ANY PERSONAL PROPERTY REMAINING ON THIS SITE AFTER 72 HOURS OF THE ISSUANCE OF THIS NOTICE WILL BE REMOVED AND STORED BY THE COUNTY OF NEVADA. IF YOUR PERSONAL PROPERTY IS REMOVED PURSUANT TO THIS NOTICE, YOU MUST CONTACT THE NEVADA COUNTY FACILITIES DEPARTMENT AT 530-470-2635 (M-F, 8AM-5PM) TO ARRANGE FOR THE RETURN OF YOUR PERSONAL PROPERTY. ANY PERSONAL PROPERTY THAT IS NOT RECLAIMED WITHIN 90 DAYS OF REMOVAL WILL BE CONSIDERED ABANDONED AND MAY BE DISCARDED.

AUTHORIZED PERSONNEL MAY IMMEDIATELY REMOVE WITHOUT NOTICE ANY PERSONAL PROPERTY THAT POSES AN IMMEDIATE HAZARD TO THE HEALTH AND SAFETY OF OTHERS.

FOR INFORMATION OR QUESTIONS CONCERNING THIS NOTICE, PLEASE CONTACT THE NEVADA COUNTY CODE COMPLIANCE DIVISION AT 530-265-1222 (M-F, 8AM-5PM).

POSTED: _____ at _____ A.M. / P.M.