

**This model form/template must be customized to meet your Agency’s needs.**

Sample Emergency Action Plan

**How to Complete This Plan Successfully**

This document includes a template for creating an EAP, as well as additional incident and emergency response training that should be incorporated into the annual training for the EAP. As you read through the document, click on the gray shaded areas and type in the information requested.

*Example:* Enter District’s Name

This template was designed to help the District Safety Coordinator (herein referred to as “DSC”) create an EAP, with the understanding that not all districts will have the same structure or protocols during an emergency. As the creator of your district’s plan, you have the flexibility to adjust it to fit your needs to best assure the safety of your colleagues in an emergency.

EAPs are often lengthy documents filled with explanations of the intended actions of every conceivable building occupant. When an event actually occurs, such plans are seldom used efficiently for three reasons: 1) people lack knowledge of the plan, 2) people do not understand the plan, or 3) the plan fails to address the varied physical locations where it must work.

In order for your EAP to be successful, there are essential elements that need to be implemented. These essential elements are detailed on page 6, *Assigned Job Responsibilities.*

Enter District Name

Emergency Action Plan

**In compliance with:**

California Code of Regulations

Title 8, Section 3220

Implementation Date: Enter Date

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| --- | --- | --- | --- | --- | --- | --- |
| Annual Review Date\*: |  |  |  |  |  |  |
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\*Reviewed and initialed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

An Emergency Action and Evacuation Plan (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. [Cal/OSHA regulations](https://www.dir.ca.gov/title8/3220.html) require employers to establish, implement, and maintain an EAP. The program must be in writing and include the following elements:

* The preferred means of reporting fires and other emergencies
* A system to alert and notify employees of an emergency
* Evacuation types, procedures and emergency escape routes
* Procedures for employees who remain to operate critical plant operations before they evacuate
* A procedure to account for all employees after an emergency evacuation is completed
* Rescue and medical duties for those employees who are able to perform them
* Names or regular job titles of persons or Districts who can be contacted for further information or explanation of duties under the plan

Contact Information

This EAP has been prepared for Enter District Name. The plan is intended to comply with California Code of Regulations, Title 8, Section 3220.

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| Enter District Name | | | | | |
| *(Office Name)* | | | | | |
| Enter District Location | | | | | |
| *(Office Location)* | | | | | |
| Enter District Phone Number | | Enter District Email | | | |
| *(Phone)* | | *(email)* | | | |
|  | |  | | Enter Phone Number |  | Enter Email |
| *(General Manage /Human Resources Manager)* | |  | | *(Phone)* |  | *(email)* |
| Enter Safety Contact Person | |  | | Enter Phone Number |  | Enter Email |
| *(District Safety Coordinator)* | |  | | *(Phone)* |  | *(email)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter Alternate Safety Contact Person |  | Enter Phone Number |  | Enter Email |
| *(Alternate Safety Contact)* |  | *(Phone)* |  | *(email)* |

|  |  |
| --- | --- |
| **This Emergency Action and Evacuation Plan will be reviewed annually in:** | **Enter Month** |

Emergency Protocols-Alert and Notification

**Reporting Emergencies**

In the event of an emergency, employees should contact **9-1-1** from a landline or a cell phone. Management should be notified as soon as possible that 9-1-1 has been called.

**You should call 9-1-1**

* In the event of a medical emergency
* To report all fire incidents, ***even if the fire is extinguished***
* To report criminal or suspicious behavior
* If you are in doubt about the seriousness of a situation, such as any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal, or prevention of a crime that is about to occur.

**Provide the following information**

* Where you are
* The address or location of the event
* Nature of emergency

**Alert and Notification of Employees**

The District has a variety of ways to alert employees, contractors, and visitors to emergencies and provide direction. These include:

***Examples of notification methods include: fire alarm system, PA system, phone tree, bullhorn, even just flashing the lights can be a way to let people know there is an emergency happening.***

* Audible alarms
* Visual alarms/signals
* Verbal notification
* Alert system \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Social media \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The District itself will use the following methods to provide alerts and notifications to its employees.**

Primary Method: Enter Primary Alert Method Here

Additional notifications:Add in Additional Methods

Emergency Protocols-Evacuation

**Evacuation Procedures and Routes**

Many incidents (*e.g.* building fire, police response) could require the evacuation of all or part of buildings. All employees must evacuate the building when notified to do so. The type of evacuation or protective measure may be specified as part of the notification.

**Evacuation Types**

* **Evacuation:** Evacuation of the total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.
* **Controlled Evacuation:** Controlled evacuation is total building or partial building evacuation due to safety conditions or an armed intruder making it no longer safe to remain inside a building or specific area in a building. This level of evacuation requires occupants to move out and away from the building once notified.
* **Shelter-in-Place:** Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there; it does not mean sealing off your entire office. Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest or violent demonstrations.
* **Lock Down:** Lockdown is the temporary sheltering technique utilized to limit exposure to an armed intruder or similar incident. When alerted, occupants of a building within the area of concern will lock all doors and windows, not allowing entry or exit to anyone until the all-clear has been sounded. If you are in a ground floor office or common area, take precautions and move away from glass windows or doors and seek shelter in a locked room of office.

**Prior to Exiting**

After being notified to evacuate, stop all work activities and evacuate immediately. Securely close exit doors behind you. Remember that you may not be allowed back into your office or the building for an extended time.

**Evacuation Routes/Exiting the Building**

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings.

Persons involved with developing the EAP need to address how to evacuate employees and visitors with special needs that are unable to evacuate on their own. Training and any equipment will be provided to assist in the evacuation of individuals who need assistance during an emergency. This is not always easy to do. People using wheelchairs or those with other visible disabilities come to mind immediately. However,

others may require assistance, but may not appear to have a disability or people who may not even realize they need assistance. Many employees do not think they will require assistance but may have a condition like asthma, heart disease, or pregnancy which can reduce stamina to the point of needing help in an actual emergency.

**Assembly Areas**

After exiting the building, all employees, contractors, and visitors should follow the evacuation route to the pre-arranged assembly area.

The DSC will assign an Assembly Area Manager to each evacuation location. List all buildings in which District members are assigned space and the corresponding assembly areas and manager.

Building Name Identify Assembly Area  Assembly Area Manager

Building Name Identify Assembly Area Assembly Area Manager

Building Name Identify Assembly Area Assembly Area Manager

Building Name Identify Assembly Area Assembly Area Manager

All employees should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Assembly Area Manager, or DSC.

Assigned Job Responsibilities

**Assembly Area Manager Duties**

It is recommended that the senior employee or their designee acts as the Assembly Area Manager. The Assembly Area Manager should be responsible for taking roll call and therefore it is imperative that *before* an emergency the District Safety Coordinator (DSC) and Assembly Area Manager work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. Ideally, the person responsible for roll call will take a personnel list (use attached form or alternate) before leaving the building. The Assembly Area Manager should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported to Enter Human Resources contact

The Assembly Area Manager is responsible for sharing information as it becomes available to the evacuated persons. The Assembly Area Manager *should not leave* the assembly area; therefore, it is suggested the Assembly Area Manager assign a liaison to the First Responders.

**Responder Liaison Duties**

The Responder Liaison ensures important communication and information exchange between the First and Second Responders (*e.g.* Fire, Police, Facilities), and the Area Assembly Manager. The Responder Liaison (who may be the DSC if present) is responsible for informing the on-scene Incident Commander of the status of District employees and visitors. Responder Liaisons should be prepared to provide the following information (if known):

* Nature of the emergency (*e.g.* fire)
* Location of the emergency
* Number of persons trapped
* Number of persons hurt
* Number of persons unaccounted for

After a major incident, building occupants may not re-enter buildings until cleared by a first responder or management official.

**Procedures for Employees Who Remain to Operate Critical Operations**

Safety is a top priority and there are no critical operations worth risking one’s welfare to perform. If you believe your District has critical operations requiring an employee(s) to remain in the building during an evacuation (most Districts will not), please develop this section of the plan.

**AED/CPR Training**

The district provides Fire Aid/AED/CPR training to employees to assist with offering medical assistance until First Responders arrive. It may be useful to document employees in your District who have specialized training.

Employee Name  Type of Training  Certification Date

Employee Name Type of Training Certification Date

Employee Name Type of Training Certification Date

Employee Name Type of Training Certification Date

***The individuals listed above should not practice outside their scope of training, and are not expected or required to assist in any emergency or medical situation.***

**Responsibilities of the District Safety Coordinator**

Enter DSC, or Responsible Person is responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

* Review and update the EAP annually or as needed.
* Maintain, update, and distribute an Emergency Call List.
* Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
* Ensure evacuation routes are posted and walkways remain clear at all times.
* Train employees annually on the EAP, including the “Additional Training”sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available. **Document all training.**
* Train the Assembly Area Managers, Responder Liaisons, and Alternate District Safety Contact. Confirm they understand their duties as assigned in the plan.
* Exercise your District’s EAP annually. It is recommended you exercise your plan in the following order:
  1. **Conduct a Tabletop Exercise.** This will allow Districts to use their training on the EAP, as well as to work through any inefficiencies ***before*** an emergency. Examples would be [The Great Shakeout](https://www.shakeout.org/) drill held annually in October.
  2. **Schedule a Building Evacuation.** The District will perform an annual building evacuation of each staffed building. Advanced notice and coordination between the Districts that share your building ***before*** the exercise is critical. If possible, contact the local fire authority to encourage their participation.

**Signatures**

This EAP has been reviewed and approved by the following individuals:

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|  |  |  |
| *(General Manager/Human Resources Manager)* |  | *(Date)* |

The Safety Contact and Alternate are aware of their responsibilities as described in this plan:

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| --- | --- | --- |
|  |  |  |
| *(District Safety Coordinator)* |  | *(Date)* |
| *(Alternate Safety Contact)* |  | *(Date)* |

Additional Comments:

**INSERT EVACUATION MAP(S) HERE**

Roll Call Sheet

**Enter District Name**

**Office Location:** **Enter Office Location**

Dept. Safety Coordinator and Alternate Safety Contact are responsible for maintaining a current list of personnel in the District. This form can be used, or, if your District currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. Assembly Area Managers and DSCs should have a copy to complete roll call during an emergency.

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| --- | --- | --- | --- | --- |
| **Employee Name** | **Phone** | **Cell/Other Phone** | **Building/Room** | **Status/Location** |
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Training Topics

**Fire Emergency Procedures**

* 1. Remove anyone in immediate danger.
  2. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
  3. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
  4. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
  5. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Emergency Services Personnel of personnel trapped who may require assistance to evacuate.

**Earthquake Emergency Procedures**

1. If you are indoors, stay there. Take shelter under a desk, table, or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your hands and knees, and cover your head with your hands and arms.
2. [If you are in a high-rise building, stay away from windows, outside walls, light fixtures, filing cabinets, and bookshelves. Do not attempt to use the elevators.]
3. If you are outdoors, go to an open area away from trees, buildings, walls, roadways, and power lines.
4. If the building is evacuated, do not return until authorized.
5. Beware of potential dangers after an earthquake such as escaping gas, unstable building structures, electrical hazards, etc. Also, beware of aftershocks.

**Evacuation of the Disabled**

*(Note: If in a single-story building, these procedures will need to be modified)*

1. Persons with a disability (including a short term disability) limiting them from using the stairs will congregate in the lobby area by the elevator where they will be assisted by either an Emergency Responder or law enforcement personnel.
2. In the event an emergency renders the elevator lobby unsafe or dangerous, an Emergency Responder will assist or carry the disabled person down one or more floors for pick-up and relocation.
3. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder

will advise Emergency Services Personnel of the location of the disabled person(s) in the event all other actions fail.

**Serious Injury**

Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.

1. **Call 911** immediately if the victim is unconscious. Additionally, you should call for an ambulance if the victim has trouble breathing or is breathing strangely; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.
2. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included at the end of this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel arrive.

**Hazardous Materials**

A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.

1. Safety Data Sheet (SDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
2. In the event of a hazardous material emergency:
   * 1. Evacuate the area, securing access to the area when possible.
     2. Immediately call **911** and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the SDS.

The list of chemicals regularly used in this facility are located [enter location of the list]. The SDS binder is located [enter location of the SDS binder].

**Sheltering-in-Place**

One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your District’s employees.

**General Guidelines on how to Shelter-in-Place**

* Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).
* Close and lock all windows and exterior doors.
* Review your EAP, inspect your workplace emergency kits if you have them.
* Do not exit the building until instructed to do so by First Responders, DSC or management officials

**Specific for a Hazardous Material Incident**

* Turn off all fans, heating, and air conditioning systems.
* If possible, seal all cracks around the door and any vents into the room.
* If you are in your car, close windows and turn off vents and air conditioning.

***In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.***

**Survival Strategies for an Active Shooter**

Local law enforcement may host workshops on strategies to increase the likelihood of surviving an active shooter incident. The workshop covers the steps for increasing your chances of surviving an active shooter incident and also provides demonstrations for attacking the attacker.

**Active Shooter**

1. Call the police (911) as soon as possible and relay the following information:
   * 1. Location of the incident
     2. Type of incident
     3. Subject’s physical description
     4. Subject’s location and/or direction of travel
     5. Weapon information
2. Stay on the phone until released by the dispatcher.
3. If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location.
4. If you can evacuate, do so following the standard evacuation procedure.
5. Trust your instincts.
6. If you are **unable** to evacuate:
   * 1. Take shelter in the nearest room, office, or closet (preferably somewhere with a lockable inward opening door)
     2. Lock and barricade the door with anything you have available (desks, cabinets, chairs, etc.)
     3. Cover any windows that may be in or near the door
     4. Look for alternate escape routes (windows, additional doors, etc.)
     5. Stay low to the ground and remain as quiet as possible, remember to silence your cell phone. Do not answer the door for anyone

***In the training, Survival Strategies for an Active Shooter, participants should be aware that the presentation deals with a very sensitive subject and may use actual audio tape from the 9-1-1 calls. Participants may also see different types of firearms and should be prepared to hear what an actual gunshot sounds like.***

**Bomb Threats**

If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor and **Law Enforcement at 911**. The supervisor shall immediately notify the department head of the situation.

1. In the event of a bomb threat by telephone:
   * 1. Get someone’s attention and convey the nature of the call. Have them make the above notifications.
     2. Get as much information as possible from the caller. Ask the following questions:
        1. Where is the bomb?
        2. When is it going to explode?
        3. What does it look like?
        4. What kind of bomb is it?
        5. What is the person’s name or organization?
     3. Record the following information:
        1. Date and time of the call
        2. Exact words of the caller
        3. Age, sex, adult, or child
        4. Any speech pattern or accent
        5. Background noises
2. For bomb threats by mail or for suspicious objects discovered:
   * 1. Do not handle the letter, envelope, or package any further.
     2. Immediately **notify Police Dispatch at 911.**
     3. Notify your immediate supervisor or department head.
     4. Evacuate the immediate area if instructed to do so.

**Workplace Violence**

When a workplace violence event occurs, keep calm, and notify your supervisor immediately about the situation.

1. If the event is considered an emergency, **dial 911**. Please give the following information to the dispatcher:
   * 1. Your location
     2. Person’s behavior
     3. Person’s physical description
     4. Person’s location and direction of travel
     5. What you saw
     6. Where and when it happened
2. Stay on the phone until you are released by the dispatcher.
3. The following characteristics may be signs of a potentially violent situation in the workplace:
   * 1. Threats, threatening behavior, displays of aggression or excessive anger
     2. A history of threats or violent acts
     3. Unusual fascination with weapons
     4. Verbal abuse of coworkers/employees or harassment via phone/e-mail
     5. Bizarre comments or behavior, especially if it includes violent content
     6. Holding grudges, inability to handle criticism, habitually making excuses and/or blaming others
     7. Chronic, hypersensitive complaints about persecution or injustice
     8. Making jokes or offensive comments about violent acts
     9. Significant changes in mood or behavior

Training Sign-in Sheet

**\*\*All Employees need to have documented training \*\***

**Training Topic: Emergency Action and Evacuation Plan** **Date: \_\_\_\_\_\_\_\_\_**

**Instructor/Trainer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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