

Emergency Action Plan

# Emergency Action Plan

Emergency Action Plan

## Policy

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It is the policy of our Company to take every possible action to comply with all emergency regulations and protect our employees in emergency situations.

Emergency Action Plan

## Emergency Plan Coordinator

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\_\_\_\_\_ is responsible for making sure this emergency action plan is kept up to date, practices and reviewed periodically.

\_\_\_\_\_ can be reached at the  
\_\_\_\_\_.

Emergency Action Plan

## Reporting Procedures








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**In the event of an  
emergency, you must  
call 911 first!**

## Emergency Action Plan

### Reporting Procedures

Notify the following people after calling 911:

| Type of Emergency   | How to Report (after calling 911) |
|---|-----------------------------------|
|  Fire                | Your Supervisor / _____           |
|  Explosion           | Your Supervisor / _____           |
|  Weather             | Your Supervisor / _____           |
|  Bomb Threat         | Your Supervisor / _____           |
|  Chemical Spill/Leak | Your Supervisor / _____           |
|  Violence            | Your Supervisor / _____           |
|  Medical             | Your Supervisor / _____           |

Reporting procedures are posted \_\_\_\_\_.

## Emergency Action Plan

### Evacuation Procedures

Emergency escape routes shall be assigned to each person and an emergency escape route chart is posted

\_\_\_\_\_ indicating by office, a primary and secondary exit or escape route in the event emergency evacuation is necessary.

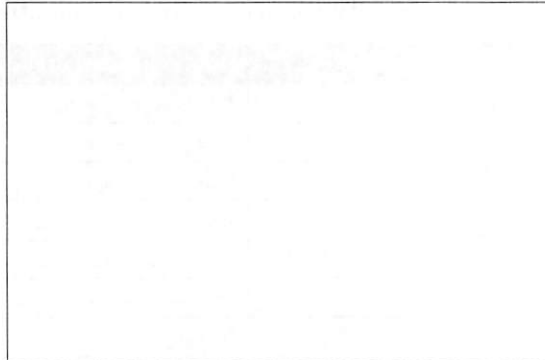


## Emergency Action Plan

### Evacuation Procedures

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Department supervisors are to ensure all employees within their department are familiar with this plan.



Emergency Escape Diagram

## Emergency Action Plan

### Evacuation Procedures

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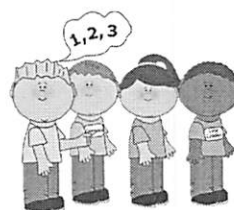
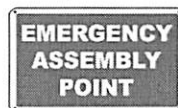


When an evacuation signal is given, each supervisor involved will assume a station in the vicinity of the designated exit. The supervisor will insure all personnel are evacuated and will provide assistance to employees requiring same.

**Emergency Action Plan**

## **Employee Accountability Procedures After Evacuations**

Once evacuated, all employees will then proceed to a previously designated accounting area for an additional head count by their supervisor. Supervisors will then report their department's status to the workplace manager or individual in charge. No one is to re-enter the building for any reason until the Fire Department or other responsible agency has notified us the building is safe for re-entry.

**Emergency Action Plan**

## **Alarm System**

The alarm system shall provide warning for necessary emergency action. The alarm shall be capable of being perceived above ambient noise or light levels of noise. When you hear the alarm, proceed calmly to your designated emergency exit.



## Emergency Action Plan

## Severe Weather / Tornado

When a hazardous weather alert is announced, all employees should immediately go to their designated tornado refuge area. All employees should stay in the tornado refuge area until given the all clear sign.

The designated tornado refuge area is located \_\_\_\_\_.



## Emergency Action Plan

## Evacuation Procedures Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees:

| Name  | Title | Work Area | Special Assignment |
|-------|-------|-----------|--------------------|
| _____ | _____ | _____     | _____              |
| _____ | _____ | _____     | _____              |
| _____ | _____ | _____     | _____              |

## Emergency Action Plan

### Evacuation Procedures Training

Training is provided for employees when:

- ✓ The plan was initiated
- ✓ Responsibilities change
- ✓ New employees are hired or transferred
- ✓ At least annually



Initial training Evacuation Procedures will be a group training session, as will the annual training. New or transferred employees will be trained on an individual basis. We may hold periodic emergency drills.

**In the event of an emergency, proceed to your designated emergency exit or shelter.**

## Emergency Action Plan

### Fire Extinguishers

The use of a fire extinguisher shall only be at the discretion of management. Employees should never try to use a fire extinguisher unless directed to do so by management.



## Emergency Action Plan

### Rescue and Medical Duties

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatments. Our policy is to rely on local resources to provide rescue and medical services, such as:

- Local Fire Department
- Local Ambulance Service
- Local Hospitals



## Emergency Action Plan

### Employee Training

Training of the Emergency Action Plan is provided to employees:

- ✓ When the plan is initiated
- ✓ When employee's required actions and responsibilities change
- ✓ When there are any changes to the plan
- ✓ Initially for new employees
- ✓ Refresher training annually





## Emergency Action Plan

### Employee Training

Items reviewed during training:

- ✓ Emergency escape procedures
- ✓ Escape route assignments
- ✓ Fire extinguisher locations and training
- ✓ Procedures to account for employees
- ✓ Major workplace fire hazards
- ✓ Employee training programs
- ✓ Fire prevention practices
- ✓ Means of reporting fire and other emergencies
- ✓ Alarm systems
- ✓ Proper housekeeping
- ✓ Emergency action plan availability
- ✓ Hazardous weather procedures
- ✓ Medical Emergencies
- ✓ Any other emergency procedures needed for this facility such as bomb threat, workplace violence, etc.

## Emergency Action Plan

### Employee Training

Emergency drills for fire, evacuation, tornado, medical, etc., will be conducted approximately every six months. Everyone is expected to participate to ensure they know exactly what to do should an emergency situation arise.

For more information about this plan, contact

\_\_\_\_\_.

**Emergency Action Plan****Chain of Command and  
Emergency Phone Numbers**

The following people should be contacted  
during off-hours emergencies

| Name     | Title | Phone Number |
|----------|-------|--------------|
| 1. _____ | _____ | _____        |
| 2. _____ | _____ | _____        |
| 3. _____ | _____ | _____        |

**Emergency Action Plan**

Questions?

