



EMERGENCY ACTION PLAN

FOR

COMPANY: _____

ADDRESS: _____

I. EMERGENCY PLAN COORDINATOR

NAME: _____
TITLE: _____
DEPARTMENT: _____
TELEPHONE NO: _____

II. PREFERRED MEANS OF REPORTING FIRES AND OTHER EMERGENCIES

Type Emergency	Report By
Fire	
Explosion	
Tornado/Weather	
Bomb Threat	
Chemical Spill/Leak	
Violence	
Medical	
Other: _____	

III. ELEMENTS

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is given in Appendix A.

There are two types of basic emergency plans that would either require you to evacuate (e.g.: fire and/or explosion) the building or take refuge in a safe area of the facility (e.g.: severe weather).

B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

The attached sheet (Appendix B) describes operations, procedures, and personnel required in order for critical operations to be performed before the assigned personnel evacuate during emergency situations. A description of the special training provided is also included.

Name	Title	Work Area	Assignment

C. Employee Accountability Procedures After Evacuations

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is also given in Appendix A.

D. Rescue and Medical Duties (if assigned)

Specific rescue and medical duties have been assigned to designated individuals, if necessary. These personnel have received special training and instructions for properly carrying out these assignments. It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

If there are any assigned personnel with these duties, they are to be listed below. Otherwise, rescue will be performed by the local authorities with proper equipment and training.

Name	Title	Work Area	Assignment

E. Alarm System

Alarm systems for notifying all employees in case of an emergency are:

When so required by specific OSHA Standards, the organization will comply with OSHA Standard 1910.165, Employee Alarm Systems.

F. Training

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

Name	Title	Work Area	Assignment

Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred

IV. EMERGENCY SHUTDOWN PROCEDURES

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

Assignments

Work Area	Job Title	Description of Assignment

V. SPECIAL TRAINING

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan and Fire Protection Plan Coordinators Office.

Emergency and Fire Protection Plan Coordinator:

Name: _____ Date: _____

VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. This will be accomplished by performing the procedures established for such an eventuality.

VII. EMPLOYEE ACCOUNTABILITY

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
 - A. Primary Location: _____
 - B. Secondary Location: _____
5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel.

Special Instructions and Procedures

All personnel performing emergency rescue and medical duties must follow these instructions:

1.

2.

3.

4.

5.

6.

APPENDIX A
Tornado Instructions

From FEMA's website
EMERGENCY MANAGEMENT GUIDE FOR BUSINESS & INDUSTRY

TORNADOES.

Tornadoes are incredibly violent local storms that extend to the ground with whirling winds that can reach 300 mph. Spawned from powerful thunderstorms, tornadoes can uproot trees and buildings and turn harmless objects into deadly missiles in a matter of seconds. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes can occur in any state but occur more frequently in the Midwest, Southeast and Southwest. They occur with little or no warning.

Planning Considerations

The following are considerations when planning for tornadoes:

- A. Ask your local emergency management office about the community's warning system.
- B. Purchase a NOAA Weather Radio with a warning alarm tone and battery backup. Listen for tornado watches and warnings.
- C. Tornado Watch -- Tornadoes are likely. Be ready to take shelter.
- D. Tornado Warning -- A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.
- E. Establish procedures to inform personnel when tornado warnings are posted. Consider the need for spotters to be responsible for looking out for approaching storms.
- F. Work with a structural engineer or architect to designate shelter areas in your facility. Ask your local emergency management office or National Weather Service office for guidance.
- G. Consider the amount of space you will need. Adults require about six square feet of space; nursing home and hospital patients require more.

H The best protection in a tornado is usually an underground area. If an underground area is not available, consider:

- (1) Small interior rooms on the lowest floor and without windows
- (2) Hallways on the lowest floor away from doors and windows
- (3) Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
- (4) Protected areas away from doors and windows

Note: Auditoriums, cafeterias and gymnasiums that are covered with a flat, wide-span roof are not considered safe.

I. Make plans for evacuating personnel away from lightweight modular offices or mobile home-size buildings. These structures offer no protection from tornadoes.

J. Conduct tornado drills.

K. Once in the shelter, personnel should protect their heads with their arms and crouch down.

APPENDIX B
FIRE SAFETY AND CHEMICAL SPILLS INFORMATION

Fire emergency or Building Evacuation

1. Sound the alarm (pull alarm stations, contact security, notify supervisor, call switchboard).
2. Shut down equipment, as necessary.
3. Leave the building via designated evacuation routes.
4. Assemble at the designated meeting places.

5. Account for the people in the building.
6. Remain outside of the building until it is safe to reenter.

Other Resources

1. Preparing for workplace Emergencies, www.osha.gov

Chemical Spills

1. Confine the hazard. Close doors and restrict access to the area. Do not attempt to clean up the spill unless trained to do so. If spilled material is flammable liquid, shut down or eliminate sources of ignition.
2. Evacuate non-essential personnel from the area. Assist the injured and keep bystanders from entering the area.
3. Report the spill to your emergency coordinator.
4. Do not reenter the building until it is safe.

Awareness Level Responder

The following employees are designated as trained to hazardous materials awareness level training:

- 1.
- 2.
- 3.

In the event of a spill one of these employees will be contacted by the emergency coordinator to respond. Based on their training they will be required to determine whether an evacuation is necessary. Additionally, they will be responsible for initiating the company **Emergency Response Plan.**