

# Sample Emergency Action Plan

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## Minor Incident

A minor incident is one that does not require initiation of the emergency medical procedures. Examples include simple first aid for minor cuts and scratches, or clean up of chemical spills involving very small quantities. Incidents more complicated than these examples should be handled as major incidents until a qualified and trained individual can assess the situation and reclassify the incident as minor.

- Evacuate the area if employees display or complain of any uncommon signs and/or symptoms.
- After evacuation, do not reenter the area until it has been cleared by the Facilities Manager.

## Medical Emergency

When a medical emergency occurs, conduct a primary survey of the area. Examine the injured person(s) to discover the main problems (i.e. burned, not breathing, laceration, chest pain, extremely hot, etc.). Next, call 911 for immediate assistance and instruct another employee to meet the emergency responders.

Medical Treatment: Full medical emergencies are best handled by dialing 911 and providing basic first aid until the fire department or paramedics arrive. Under certain circumstances such as large disasters, assistance from the fire department or paramedics may not be immediately available. If immediate medical assistance is required take the person(s) to one of the following facilities:

- LOCAL HOSPITAL
- LOCAL CLINIC

## Riots, Civil Disturbance or Workplace Violence

- If a riot occurs in the vicinity, all perimeter doors are to be locked.
- Contact the police (911) to report the disturbance, including any observations you've made.

Visitors and staff are to congregate in the interior of the facility and are to remain there until police determine that it is safe to leave. No one is to venture outside.

- In the case of a civil disturbance such as an angry employee, customer, group of people, etc., remain calm.
- Listen to the person(s) carefully and speak to them in a calm straightforward manner.
- Under no circumstances speak to the individuals in a condescending or hostile tone of voice.
- Do not offer unsolicited information.
- If necessary, call 911 and have the police department handle the situation.

Even if the situation appears to resolve itself without involving the police, document the incident with as much pertinent information as possible. Make other employees aware of the situation as appropriate. The hostile person(s) may return.

## During an Earthquake:

- Take cover in an interior doorway, or under heavy furniture like a table or desk. Protect your head with your arms while doing so.

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- Stay clear of windows and glass doors. Do not stand under light fixtures or other objects that may fall during an earthquake.
- If you are inside a building, stay inside
- Tell others to take cover.
- If you are outdoors, move to a clear area, away from trees, signs, buildings, poles, downed or above ground wiring, etc.

## **After an Earthquake:**

- Check for injured personnel. Do not move the seriously injured unless they are in immediate danger.
- Evacuate the facility and take a headcount to determine that everyone is accounted for. If safe, trained personnel may search for missing employees in the area they were last seen under direction from the Police Chief or his next in command.
- Do not use the elevators.
- Be prepared for more shaking (aftershocks) which will follow the first earthquake.  
Do not reenter the building until the Building Inspector or designee has cleared the building for reentry. Do not operate equipment until it has been determined that it is safe and functional

## **Action in case of bomb threat by mail:**

Do not handle any suspicious letter, card, or package; don't allow anyone else to handle it. A suspicious package may be abandoned, or without a return address, or from an unfamiliar vendor or source.

- Evacuate the area.
- Call 911

## **Bomb threat by phone:**

- Assume the threat is real.
- Keep caller on the phone as long as possible.
- Try to get detailed information, i.e. location of bomb, time set to go off, as well as, exact words of caller, gender, and other details you might interpret. Questions to ask the caller:
  - When will the bomb go off?
  - Where is it?
  - What does it look like?
  - What sorts of explosives were used?
  - What is the reason for the bomb?
  - What is the detonating device?

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- If possible, notify another staff member so that 911 can be called and people can be evacuated from the building while you are still on the phone.
- Once the caller hangs up, call 911 (if no one has called before) and then notify the Police if someone has not already done so. The Police will evacuate the building.

No one should use radio communication as a radio transmission could detonate the bomb.

## **Fire, Flame or Smoke**

- Evacuate anyone in the immediate and adjacent areas to the fire.
- In case of a large or spreading fire, evacuate the building by pulling the manual fire pull (see evacuation section).
- An individual trained to use a fire extinguisher may extinguish a small fire, such as one contained in a wastebasket. See the evacuation maps for fire extinguisher locations. If you have any doubts about your safety, evacuate, call 911 and wait for the fire department.
- Do not attempt to extinguish a fire unless you have been trained in the use of fire extinguishers and have a clear escape route. If safe to do so, rescue any injured employee(s).
- In large fires trained individuals should use the extinguishers to protect the exits and corridors until everyone has been able to escape from the area involving the fire.
- If the fire is in a confined area, such as a closet or enclosed office, attempt to close the door to confine the fire and smoke.
- Do not use elevators.
- Do not open doors until you touch the door near the top. If it is hot do not open it— find an alternate route to evacuate. If the area is filled with smoke, remain low to the ground while making your way to the nearest exit.
- Do not jeopardize personal safety or attempt to save possessions at the risk of personal injury.
- Report to the Evacuation Relocation Area.
- The senior Police officer in charge or designee will meet the first responding fire department vehicle direct them to the fire and supply headcount.

## **Dangers of Smoke:**

Since smoke and heated gases rise toward the ceiling, the air near the floor is both fresher and cooler. Crawl low in smoke to reduce the exposure to hot and toxic fire gases.

- 90% of all fire-related deaths are caused by smoke inhalation. Oxygen deprivation (due to decreased oxygen levels and/or the effects of various gases) leads to confusion. The victim may exhibit irrational behavior such as clawing at a door instead of turning the knob, going back into a burning building, or resisting the rescue efforts of fire fighters.
- Smoke and other gases irritate the respiratory system, making breathing difficult, and often frightening the victim to the point of panic.
- Smoke and fire gases also irritate the eyes. Even before the smoke becomes thick enough to reduce visibility, a person may be unable to see because of tears and the protective instinct to close and rub irritated eyes.