Emergency Action Plan

Company Name

Current as of

Company Address

Phone Number

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EMERGENCY ACTION PLAN

The following is a plan to prepare for emergencies. By auditing the work area, training employees, procuring and maintaining necessary equipment, assigning responsibilities and preparing for an emergency, human life and employer resources will be preserved.

The intent of the plan is to ensure all employees a safe and healthful working environment. Those employee's assigned specific emergency duties under the plan should be provided the necessary training and protective equipment to ensure their safety.

SCOPE OF THE PLAN

The plan applies to emergencies that could be reasonably expected in the workplace.

EMEGENCY PLAN COORDINATORS
The Emergency Plan and Fire Protection Plan Coordinator(s) is/are as follows

Name_____Phone_____

Name_____Phone_____

Name_____Phone_____

Name_____Phone_____

The coordinator is responsible for maintenance of equipment. The coordinator may be contacted for further information on or explanation of the plan.

First Aid and CPR certified employees

_____ _____

_____ _____

_____ _____

_____ _____

The closest AED is located _____

ELEMENTS OF THE PLAN

I. Preferred means of reporting Fire and Emergencies

All fires and emergencies will be reported by one of the following means.

a. Verbally to the coordinator if during standard work hours

b. By telephone if after hours or on weekends

c. By the alarm system 24 hours a day

d. Public address system

e. The following numbers will be posted at all telephones having outside lines:

____You must dial “9” to get an outside line (Check if you need to dial “9” first on your phone system)

FIRE - 911
POLICE - 911
AMBULANCE - 911

II. Alarm System Requirements

Alarm system requirements for notifying all employees in an emergency are the following:

a. Provides warning for safe escape

b. Can be perceived by all employees

c. Alarm is distinctive and recognizable

d. Employees are properly trained

e. Emergency telephone numbers are posted

f. Emergency alarms have priority

g. Alarm system is maintained properly by trained personnel

III. Sounding the Alarm

The signal for immediate evacuation for the facility will be the Audible Alarm System,
The alternate means of notification of immediate evacuation is verbal notification.

IV. Evacuation Plans

Emergency evacuation escape route plans (see appendix A) are posted in key areas throughout the building. All employees have been trained concerning these plans and should also be familiar with the evacuation plans from different floors or locations within this building.

V. Employee Accountability Procedures After Evacuation

In the event of a fire emergency signaled by either an occupant or the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated point and immediately report to their supervisor. After evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. Each employee is responsible for reporting to his or her supervisor so an accurate head count can be made. All supervisors are required to report their head count (by name) to the Emergency Plan Coordinator.

Designated Rallying Points

Primary Location –

Secondary Location –

VI. Rescue or medical duties procedure

For any medical emergencies call 911 immediately and begin first aid and CPR if trained.

VII. Re-entry

Once the building is evacuated, no one is to re-enter the building for any reason. Rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department or other responsible agency has notified us the building is safe for re-entry, then, and only then, will personnel return to their workstations.

VIII. Training for Employees Who Assist in Evacuation

The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees. Employee training is provided to employees when: (a) the plan is initiated; (b) when employee's required actions and responsibilities change; (c) there are any changes to the plan.

Task	**Name**
Fire Extinguisher	_____
Fire Extinguisher	_____
Evacuation Assistance	_____
Evacuation Assistance	_____

IX. Training for Employees

Employee training is provided when: (a) the plan is initiated; (b) when employee's required actions and responsibilities change; (c) there are any changes to the plan; (d) initially for new employees; (e) refresher training.

Items reviewed:

a. Emergency Escape Procedures
b. Escape Route Assignments
c. Fire Extinguisher Locations and Training
d. Procedures to Account for Employees
e. Major Workplace Fire Hazards
f. Employee Training Programs
g. Fire Prevention Practices
h. Closing Doors Behind You
i. Means of Reporting Fire & Other Emergencies
j. Alarm Systems
k. Proper Housekeeping
l. Hazard Weather Procedures

X. Hazard Weather Emergency Plan

When a hazardous weather alert is announced by the Plan Coordinator all employees should immediately go to the closest tornado refuge area. All employees should stay in the tornado refuge area until given the all clear sign from the Plan Coordinator.

The designated tornado refuge area is _____