

Emergency Action Plan

Organization Name:

Address:

Date Prepared:

EMERGENCY ACTION PLAN

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Emergency Personnel: Names and Phone Numbers

Designated Responsible Official (Highest-level Manager On-site):

Title: _____

Name: _____

Phone: _____

Emergency Coordinator:

Name: _____

Phone: _____

Work Area Monitors **(delete if N/A):**

Work Area: _____

Name: _____

Phone: _____

Work Area: _____

Name: _____

Phone: _____

Employees That Will Assist the Physically Challenged **(delete if N/A):**

Name: _____

Phone: _____

Name: _____

Phone: _____

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Evacuation Routes

Evacuation route maps have been posted in each work area. The following information, at a minimum, is noted on these evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull station locations
- Assembly areas

Site personnel should know at least two evacuation routes from their primary work area.

Site maps are posted at the following locations:

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Emergency Phone Numbers

Fire Department: _____

Paramedics: _____

Police: _____

Security (delete if N/A): _____

Building Manager (delete if N/A): _____

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Emergency Reporting and Evacuation Procedures

The types of emergencies most likely to be encountered by employees are:

- **Medical**
- **Fire**
- **Severe Weather**
- **Bomb Threat**
- **Earthquake**
- **Chemical Spill**
- **Extended Power Loss**
- **Other (Specify):**

(For example: active shooter, workplace violence)

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Medical Emergencies

In the event of a medical emergency, call for help by shouting, then call the appropriate emergency phone numbers as soon as possible:

(Provide the applicable telephone numbers.)

EMS/Paramedics: _____

Ambulance: _____

Fire Department: _____

Other: _____

If you are unsure whether the situation is an emergency, call emergency medical services (EMS). The dispatcher/operator will ask questions to determine whether it is an emergency and will assist you in providing appropriate care.

Provide the following information to the dispatcher/operator:

- The nature of medical emergency
- The location of the emergency (address, building, room number, etc.)
- Your name
- The phone number from which you are calling

Do not move a victim unless it is absolutely necessary, such as when there is eminent danger from fire, explosion, electrocution, etc.

Seek the assistance of personnel trained in CPR, first aid, and AED to provide any needed assistance prior to the arrival of the professional medical help.

Trained personnel:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

If personnel trained in first aid are not available, or do not respond, attempt to provide basic assistance until emergency providers arrive by following the information and direction provided by EMS.

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Fire Emergencies

When fire is discovered:

- Activate the nearest fire alarm. (Remove if none are installed.)
- Notify the local fire department by calling _____.
- Notify site personnel about the fire emergency by the following means (check all that are applicable):

- Voice Communication Radio
- Phone: _____ Other (specify): _____

Fight the fire only if *all of the following* criteria are met:

- The fire department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition.
- You are trained to use the extinguisher.

Upon being notified about a fire emergency, all occupants in the facility must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location here): _____
- Remain outside until the competent authority announces that it is safe to re-enter.

The following tasks must be carried out by

(Remove those that are not applicable.)

- Disconnect utilities and equipment unless doing so jeopardizes safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel at the designated area.
- Determine a method to locate missing personnel.
- Provide the fire personnel with the necessary information about the facility and headcount information.
- Perform an assessment and coordinate emergency closing procedures.

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Work area monitors must:

- Assure that all employees have evacuated the work area.
- Report any problems to the emergency coordinator at the assembly area.

Assistants to the physically challenged should:

- Assist all physically challenged employees in emergency evacuation.

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Extended Power Loss

In the event of extended power loss to the facilities, certain precautionary measures must be taken depending on the location and environment of the facility.

(Determine which measures apply to your facility. The others may be deleted.)

_____ will turn off unnecessary electrical equipment and appliances, because power restoration could cause a surge that damages electronics and effects sensitive equipment.

- If the facility is likely to experience freezing temperatures during a long-term power loss, _____ will turn off and drain the following:
 - The fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
 - Other (specify): _____

_____ will add non-toxic antifreeze to drains to prevent drain traps from freezing.

- _____ will move equipment containing fluids that may freeze due to long term exposure to freezing temperatures to heated areas, and either drain the liquid or provide the equipment with an auxiliary heat source.

Upon the restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- After the heat has been restored to the facility and water has been turned back on, _____ will check fire and water piping for leaks from freeze damage.

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Chemical Spill

Important locations:

Spill containment and security equipment: _____

Safety data sheets (SDSs): _____

Personal protective equipment (PPE): _____

When a large chemical spill occurs:

- Immediately notify
- Evacuate the building as necessary.
- Secure the area, and alert the site personnel.
- Attend to injured personnel, and call the medical emergency number if required.
- Begin containing the spill only if you are trained and authorized to do so.
- Use appropriate equipment (e.g., pads, booms, absorbent powder, etc.).
- Activate the spill cleanup procedures by contacting the following designated personnel

(add titles):

(If an outside firm will be used to assist in clean-up operations, specify the following information. If not, this bullet may be deleted.)

- To aid in the clean-up, _____ will call
at _____

When a small chemical spill occurs:

- Immediately notify
- Secure the area with caution tapes or cones to prevent other personnel from entering.
- Review the general spill cleanup procedures.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.

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Telephone Bomb Threat Checklist

In the event of a telephone bomb threat, stay calm and be courteous. Listen, and do not interrupt the caller. As you listen, fill out this checklist as fully as possible with observations about the caller. To keep the caller talking, pretend that you are having difficulty hearing them. If the caller seems agreeable to further conversation, ask questions, such as those listed at the bottom of the form.

Your name: _____		Time: _____	Date: _____
Caller's identity:			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Approximate age: _____	
Likely origin of call: <input type="checkbox"/> Local <input type="checkbox"/> Long distance <input type="checkbox"/> Cell phone			
Voice characteristics:		Speech:	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> High-pitched	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutters	<input type="checkbox"/> Nasal
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other _____	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other: _____
Language characteristics:			
<input type="checkbox"/> Excellent		<input type="checkbox"/> Good	
<input type="checkbox"/> Fair		<input type="checkbox"/> Poor	
<input type="checkbox"/> Foul		<input type="checkbox"/> Other: _____	
Accent:		Manner:	
<input type="checkbox"/> Local	<input type="checkbox"/> Not local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region: _____	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational Incoherent
		<input type="checkbox"/> Coherent	
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing
Background noises:			
<input type="checkbox"/> Factory Machine		<input type="checkbox"/> Animals	
<input type="checkbox"/> s		<input type="checkbox"/> Quiet	
<input type="checkbox"/> Music		<input type="checkbox"/> Voices	
<input type="checkbox"/> Office		<input type="checkbox"/> Airplanes	
<input type="checkbox"/> Street		<input type="checkbox"/> Party	
<input type="checkbox"/> Traffic		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Trains			

Questions to ask:

When will it go off? Certain hour: _____ Time Remaining: _____

Where is it located? Building: _____ Area: _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

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If the building is occupied, inform caller that detonation could cause injury or death.

At the end of the call:

- Activate a malicious call trace.
 - Hang up the phone and do not answer another line.
 - **(Based on your phone's capabilities, insert instructions on how to perform the trace. The following is an example.)** Choose "same line," and dial *57. Listen for the confirmation announcement, and hang up.

- Call _____ and provide information about the call.

- Determine whether the caller appeared familiar with the plant or building by their description of the bomb location, if any was given. Communicate this as well.

- Write out the message in its entirety and any other comments on a separate sheet of paper and attach to the checklist.

- Notify your supervisor immediately.

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Severe Weather and Natural Disaster

The following items are summarized basic steps to take during natural disasters.

Tornadoes:

- When a warning is issued by sirens or other means, seek an inside shelter.
- When choosing a shelter, the following options are preferable:
 - Small interior rooms without windows on the lowest floor.
 - Hallways away from doors and windows on the lowest floor.
 - Rooms with no windows constructed with reinforced concrete, brick, or block.
- Stay away from outside walls and windows.
- Use your arms to protect your head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquakes:

- Stay calm and await instructions from
- Evacuate if instructed by
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power sources.
- Assist people with disabilities in finding a safe place.

Floods:

- If indoors:
 - Be ready to evacuate, as directed by
 - Follow the recommended primary or secondary evacuation routes.
- If outdoors:
 - Climb to high ground and stay there.
 - Avoid walking or driving through flood water.
 - If your car stalls, abandon it immediately, and climb to a higher ground.

Hurricanes:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A *hurricane watch* is issued when a hurricane becomes a threat to a coastal area. A *hurricane warning* is issued when hurricane winds of 74 mph or higher or a

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combination of dangerously high water and rough seas is expected in the area within 24 hours.

- Once a hurricane watch has been issued:
 - Stay calm and await instructions from
 - Monitor local TV and radio stations for instructions.
 - Move early out of low-lying areas or from the coast, at the request of officials.
 - If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
 - Collect drinking water in appropriate containers.
- Once a hurricane warning has been issued:
 - Be ready to evacuate as directed by
 - Leave areas that might be affected by storm tide or stream flooding.
- During a hurricane:
 - Remain indoors.
 - When choosing a shelter, the following options are preferable:
 - A. Small interior rooms without windows on the lowest floor.
 - B. Hallways away from doors and windows on the lowest floor.
 - C. Rooms with no windows constructed with reinforced concrete, brick, or block.

Blizzards:

- If indoors:
 - Stay calm and await instructions from
 - Stay indoors.
 - If there is no heat:
 - A. Close off unneeded rooms or areas.
 - B. Stuff towels or rags in cracks under doors.
 - C. Cover windows at night.
 - D. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - E. Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If outdoors:
 - Cover all exposed parts of the body.
 - Find a dry shelter.
 - If shelter is not available:
 - A. Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - B. Build a fire for heat and to attract attention. Place rocks around the fire to

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absorb and reflect heat.

C. Do not eat snow, as it will lower your body temperature. Melt it first.

- If stranded in a vehicle:
 - Stay in the vehicle.
 - Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
 - Exercise to keep blood circulating and to keep warm.

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Critical Operations

During some emergencies, it will be necessary for the following authorized and assigned personnel to remain at work areas to perform critical operations. However, they must first have permission from

Work Area	Name	Job Title	Description of Assignment

(If personnel are not permitted to remain at the facility during an emergency, then delete the first section and use the section below.)

shall notify the following individuals of the emergency, so that they can manage the critical operations:

Name	Title	Location	Phone Number

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