

Emergency Action Plan (*Template*)

EMERGENCY ACTION PLAN

for

Facility Name: _____

Facility Address: _____

Date Prepared: _____

EMERGENCY PERSONNEL INFORMATION

Date: _____

Designated Responsible Official: _____

Phone: _____

Emergency Coordinator: _____

Phone: _____

Area/Floor Monitor: _____

Phone: _____ Area/Floor: _____

Area/Floor Monitor: _____

Phone: _____ Area/Floor: _____

Assistant to Physically Challenged: _____

Phone: _____

Assistant to Physically Challenged: _____

Phone: _____

EVACUATION ROUTES

Evacuation route maps have been posted in each work area. Site personnel should know at least two evacuation routes. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Locations of fire alarm pull stations
- Assembly points

EMERGENCY PHONE NUMBERS

Fire Department: _____

Paramedics: _____

Ambulance: _____

Police: _____

Federal Protective Service: _____

Security (if applicable): _____

Building Manager (if applicable): _____

Other (_____): _____

UTILITY COMPANY EMERGENCY CONTACTS

Date: _____

Electric: _____

Phone: _____

Contact: _____

Water: _____

Phone: _____

Contact: _____

Gas: _____

Phone: _____

Contact: _____

Telephone Service Provider: _____

Phone: _____

Contact: _____

EMERGENCY REPORTING

The types of emergencies to be reported by site personnel are:

- Medical
 - Fire
 - Severe weather
 - Bomb threat
 - Chemical spill
 - Structure climbing/descending
 - Extended power loss
 - Other (e.g., terrorist attack/hostage taking):
-

MEDICAL EMERGENCY PROCEDURES

Date: _____

- Call medical emergency phone number (check applicable):

☐ Paramedics

☐ Ambulance

☐ Fire Department

☐ Other (_____): _____

Provide the following information:

- Nature of medical emergency
 - Location of the emergency (address, building, room #)
 - Your name and phone number from which you are calling
- Do not move the victim unless absolutely necessary.
- Call the following personnel trained in CPR and first aid to provide the required assistance prior to the arrival of professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If no personnel trained in first aid are available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - In case of choking, clear the air passages using the Heimlich Maneuver.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

Date: _____

When fire is discovered:

- Activate the nearest fire alarm (if available).
- Notify the Fire Department by calling _____.
- If no fire alarm is available, notify the site personnel about the fire emergency by the following means:

☐ In-person ☐ Phone ☐ Radio ☐ Other: _____

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and not spreading to other areas.
- An exit is accessible and provides a safe way out.
- The fire extinguisher is in working condition, and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area: _____.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

The ☐ Designated Official ☐ Emergency Coordinator ☐ Supervisor is responsible for:

- Disconnecting utilities and equipment unless doing so jeopardizes their safety.
- Coordinating an orderly evacuation of personnel.
- Performing an accurate head count of personnel reported to the designated area.
- Determining a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Assessing the situation and coordinating emergency closing procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss, the following precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off to avoid causing damage to electronics and equipment in the event of a power surge.
- Facilities with freezing temperatures should have following the lines turned off and drained:
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene glycol to drains to prevent traps from freezing.
- Equipment with fluids that have a risk of freezing should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

Date: _____

Spill Containment/Security Equipment Location: _____

Personal Protective Equipment (PPE) Location: _____

MSDS Location: _____

When a Large Chemical Spill has occurred:

- Immediately notify the Designated Official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to any injured personnel and call the medical emergency number, if required.
- Call the below cleanup company or the Fire Department (if an arrangement has been made) to perform a large chemical spill cleanup:

Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary.

When a Small Chemical Spill has occurred:

- Notify the ☐ Emergency Coordinator ☐ Supervisor.
- If toxic fumes are present, secure the area with caution tapes or cones to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner while wearing the proper PPE.
- Review the general spill cleanup procedures.

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

No.	Structure	Location (address, if applicable)	Emergency Response Org.*

**(call if available within 30-minute response time)*

If no Emergency Response Organization is available within a 30-minute response time, additional personnel trained in rescue operations equipped with a rescue kit must accompany the climber(s).

Emergency Response Org. Name: _____

Phone: _____

Emergency Response Org. Name: _____

Phone: _____

(Attach Emergency Response Agreement if available)

TELEPHONE BOMB THREAT CHECKLIST

Transcribe the call in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

Employee Name: _____ Time: _____ Date: _____

Caller

☐ Male ☐ Adult
☐ Female ☐ Juvenile
Age: _____

Language

☐ Excellent ☐ Fair
☐ Foul ☐ Good
☐ Poor ☐ Other: _____

Background Noises

☐ Factory ☐ Machines
☐ Music ☐ Office
☐ Street ☐ Traffic
☐ Trains ☐ Animals
☐ Quiet ☐ Voices
☐ Airplanes ☐ Party
☐ Atmosphere ☐ Other: _____

Voice

☐ Loud ☐ Soft
☐ Deep ☐ High-pitched
☐ Raspy ☐ Pleasant
☐ Intoxicated ☐ Other: _____

Accent

☐ Local ☐ Not Local
☐ Foreign ☐ Other: _____

Speech

☐ Fast ☐ Distinct
☐ Stutter ☐ Slurred
☐ Slow ☐ Distorted
☐ Nasal ☐ Other: _____

Manner

☐ Calm ☐ Rational
☐ Coherent ☐ Deliberate
☐ Righteous ☐ Angry
☐ Irrational ☐ Incoherent
☐ Emotional ☐ Laughing
☐ Defensive ☐ Nervous

Call Origin

☐ Local ☐ Long Distance
☐ Tel. Booth

BOMB FACTS

PRETEND DIFFICULTY HEARING AND KEEP CALLER TALKING
IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

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

Where is it located?: _____ What kind of bomb?: _____

What kind of package?: _____

How do you know so much about the bomb?: _____

What is your name and address?: _____

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

Did the caller seem familiar with the building (by the description of the bomb location)?: _____

At the end of the call, perform a malicious call trace by hanging up the phone (do not answer another line) and immediately picking up the same line and dialing *57. Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about the call.

eSign

SEVERE WEATHER AND NATURAL DISASTERS

Tornado

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

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the Designated Official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the Designated Official.

Flood

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the Designated Official.
- 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 the car stalls, abandon it immediately and climb to higher ground.

Hurricane

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the Designated Official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to 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 the Emergency Coordinator and/or the Designated Official.

- Leave areas that may be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors in the following shelters:
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor away from doors and windows
 - Rooms constructed with reinforced concrete, brick, or block with no windows

Blizzard

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the Designated Official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas
 - Stuff towels or rags in cracks under doors
 - Cover windows at night
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- 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.

CRITICAL OPERATIONS

During certain emergency situations, it will be necessary for specially assigned personnel to remain at the work areas to perform critical operations.

Assignments

Name: _____ Title: _____ Area: _____
Description of Assignment: _____

Name: _____ Title: _____ Area: _____
Description of Assignment: _____

Name: _____ Title: _____ Area: _____
Description of Assignment: _____

- Personnel involved in critical operations may remain on site with the permission of the Designated Official or Emergency Coordinator.
- If an emergency situation does not allow any of the personnel to remain at the facility, the Designated Official or other assigned personnel shall notify the below offices to initiate backups.

Name: _____ Location: _____
Telephone: _____

Name: _____ Location: _____
Telephone: _____

Name: _____ Location: _____
Telephone: _____

TRAINING

The following personnel have been trained in the emergency evacuation procedures:

Facility: _____

Name: _____ Title: _____ Date: _____

Responsibilities: _____

Name: _____ Title: _____ Date: _____

Responsibilities: _____

Name: _____ Title: _____ Date: _____

Responsibilities: _____

Name: _____ Title: _____ Date: _____

Responsibilities: _____

Name: _____ Title: _____ Date: _____

Responsibilities: _____