Emergency Action Plan

Preparation

1. Read Applicable Background information and related Company Policy Chapter.
2. Make _____ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Other:

Material

1. Evacuation Travel Map
2. Building Layout
3.

Objective

By the end of this session, personnel will demonstrate an understanding what to do in an emergency, specifically:

1. Fire Reporting and Response
2. Evacuation
3. Tornado Preparation and Emergency
4. Bomb Threat
5. First Aid
6. Hazardous Material Spill
7. Earthquake
8. Robbery

Background

The Company has developed plans that address emergency situations that may arise in Company locations and which may threaten human health and safety, and damages Company assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and customers from Company premises.
3. Account for all employees who occupied Company premises at the time of evacuation, should one occur.

Notes

Emergency Action Plans will (continued):

4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.

5. Provide training and needed information to those employees responsible for taking action in the event of an emergency.

Smoking is never allowed anywhere on Company premises during an emergency

Lesson

Fire Reporting and Procedure

If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

The employee shall, if trained in the use of fire extinguishers, may attempt to suppress a small fire, until relieved by the Fire Department or until it becomes apparent that the fire cannot be controlled by fire extinguishers.

Note: Employees should never attempt to control a fire, which endangers their health. They must immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous. The employee shall notify management of the fire.

Evacuation

Checks their area and their respective departments, restrooms, and public areas to verify that individuals and customers are evacuated. When every one is evacuated, the employee shall assemble at the jobsite trailer, and await further instructions from management. Management designates this area as an assembly area outside the building as a gathering point for all employees. Management will take a head count of employees to insure all were safely evacuated.

> Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response official on the scene of a potentially trapped person and their approximate whereabouts.

Notes

Employees shall not leave until dismissed by Management.

Tornado Preparation and Emergency

Prior to any tornado emergency, Management will designate safe shelter areas within the area for employees and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces- rooms with no walls on the exterior
- Areas supported by secure, rigid structural frame members
- Short roof spans

These safe shelter areas will have a first aid kit or medical supplies and several flashlights. Where is our safe shelter area? _____ .

Tornado Watch Procedures- A Tornado Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Senior Management will tune the radio to the National Weather Service channel to stay current on the storm progress. The employee shall assist management (help board up windows or tape windows with a large "X", insure safe shelter area is unlocked and stocked with first aid supplies, and flashlights).

Tornado Warning Procedures- A Tornado Warning means a tornado has been seen or detected by radar. Senior Management will inform all employees and individuals to take cover in shelter areas immediately. The employee shall seek shelter immediately.

After the tornado, the employee shall render first aid and assist in recovery and help to prevent further damage, etc.

Bomb Threat

When someone calls and says there is a bomb in the area, the following steps will be performed:

Employee (Receiving Threat)

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller.
2. Asks the caller where the bomb is located and when it will go off.

Notes

3. Tells the caller that the area is occupied and detonation of a bomb could result in the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice, male, female, voice quality, accent, and speech impediments.
6. When the caller hangs up, **do not hang up the phone!** Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

First Aid

If an employee / individual is injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

For minor injuries, the employee shall treat themselves using supplies from the first aid kit. Employees shall notify management of their accident/injury

In the event an employee is seriously injured and requires professional medical care, management shall drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call 911).

Hazardous Material Spill

Regardless of the nature of the spill, and before starting any cleanup activities, the employee(s) shall always secure the area around the spill. This is to include asking all other unnecessary employees and customers to move a safe distance away from the spill site. The employee(s) shall also barricade or cordon off access to the site with tape or other visual barriers as needed to keep people from wandering into the spill site. Once the area is secure, Management shall be notified of the spill, it's location, and when the area is clean. Management shall also notify public officials as necessary.

Notes

Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

A. During an Earthquake:

1. If indoors, stay indoors; if outdoors, stay outdoors. In earthquakes, most injuries occur as people are entering or leaving buildings.
2. If indoors:
   a. Take cover beneath a desk, table, bench or in doorways, halls or against an interior wall.
   b. Stay away from glass windows and glass doors, and away from containers having hazardous material stored.
3. If outdoors:
   a. Move away from buildings and all structures, and all overhead electrical wires.
   b. If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

B. After an Earthquake:

1. Employees and individuals will assemble at the safe assembly area by the jobsite trailer outside the building.
2. Employees shall not enter the building again until cleared by authorities.
3. Will assist management with duties to clean up damage in order to resume business as soon as possible.

Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employees shall:

1. Be attentive and calm. Listen to the robber and do exactly what he/she asks you to do.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
4. If possible, watch the robber's method and direction of escape.

Notes

Robbery (continued)

Employees shall: (continued)

5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact.
8. Do not grab for the weapon or call for help.
9. Do not argue.
10. After the robbery, write everything down.

Senior Management shall:

1. Call the Police and the Company President
2. Have all witnesses write everything they can recall.

Closure

These Emergency Action Plans outline recommended actions, but please remember, **NO TWO SITUATIONS ARE EXACTLY ALIKE.** Each will require planning, good judgement and consultation, adapting actions to specific situations, and staying flexible to accommodate changing situations and events!

A crisis is often unpredictable. The only SAFE course is to be PREPARED! People are the most important component in a successful crisis management plan. Effective crisis planning and communications are essential and will determine success after the crisis ends. You may not be responsible for the actual crisis. However, YOU ARE RESPONSIBLE FOR MANAGING THE SITUATION AND COMMUNICATING with anyone who needs to know about the situation.

What questions do you have?

Notes