

# Emergency Action Plan

\_\_\_\_\_ [Name of worksite]

\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_ [Address of worksite]

Created on: \_\_\_\_\_ [Date]

Prepared by: \_\_\_\_\_ [Name of designated official]

## 1. Emergency Phone Numbers

Police & Ambulance: 911

Paramedics: \_\_\_\_\_

Security: \_\_\_\_\_

Building manager: \_\_\_\_\_

Federal protective service: \_\_\_\_\_

Other: \_\_\_\_\_

## 2. Emergency Response Personnel

### Designated Official

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

The Designated Official (DO) is responsible for creating, implementing, and maintaining this Emergency Action Plan.

The DO also has the following responsibilities:

- Establish and maintain overall command responsibility for orderly evacuation of employees
- Order return of employees once permission has been given by authorities
- Acquire and issue appropriate supplies and equipment for Emergency Response Personnel
- Disseminate emergency procedures to all employees
- Ensure facilities can handle emergencies and evacuation by performing periodic quality checks on exit signs, elevator emergency buttons, and other worksite safety features
- Notify Emergency Coordinator if he/she is not available for emergency duty

### Emergency Coordinator

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

The Emergency Coordinator (EC) is responsible for supporting the DO in conducting emergency operations under this Emergency Action Plan.

The EC has the following responsibilities:

- Ensure that this Emergency Action Plan is disseminated to every occupant of the worksite

- Supervise the Emergency Response Personnel and schedules and conducts evacuation training exercises and drills for them
- Assess and creates possible emergency situations and plans for dealing with them
- Inform worksite security and other related personnel when evacuation takes place
- Ensure that employees and visitors provide their personal information in case of an emergency

Floor Wardens and Area Monitors

*Floor Wardens:*

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Responsible floor: \_\_\_\_\_

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Responsible floor: \_\_\_\_\_

*Area Monitors:*

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Responsible work area: \_\_\_\_\_

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Responsible work area: \_\_\_\_\_

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Responsible work area: \_\_\_\_\_

The Floor Wardens and Area Monitors are the designated people on each floor or area of the building reporting directly to the EC.

Floor Wardens and Area Monitors have the following responsibilities:

- Report to the EC for the planning and execution of this Emergency Action Plan

- Supervise and coordinate evacuation procedures for their floor or area
- Ensure that employees and visitors in all rooms in their floor or area have been evacuated by doing headcounts following evacuations. Then, pass the names and last known locations for people who were not accounted for to the EC and DO that evacuation has been completed.
- Obtain personal information of employees (such as medical records and emergency contacts) by (check all applicable):
  - Obtaining physical employee files from
  - Accessing the internal human resources system
- Contact emergency contacts of employees in case employees are injured
- Inspect evacuation routes and sign periodically
- Instruct employees and visitors about evacuation routes and procedures
- Maintain communication with the EC, DO, and all other members of the Emergency Personnel team during emergency and provide progress reports on evacuation
- Create new routes as needed and disseminate information about these routes in a timely manner to worksite employees
- Maintain lists of employees with disabilities or challenges who need assistance in evacuation and provide this list to the EC and DO
- Stay with employees and visitors with disabilities or challenges until they receive instructions from the EC and DO as to whether elevators may be used to escape or if evacuation is required

Assistant(s) for People with Physical Disabilities or Challenges

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Assistants for People with Physical Disabilities or Challenges will assist employees (and other occupants, if applicable) with physical disabilities or challenges. They report directly to Floor Wardens and Area monitors.

**3. Training**

Training will be performed to ensure that employees:

- Understand individual roles and responsibilities during an emergency
- Recognize types of emergency that pose threats
- Understand communications procedures and emergency response procedures

- Understand evacuation, shelter, and accountability procedures
- Understand emergency shutdown procedures
- Possess knowledge of location and use of common emergency equipment

The aforementioned Emergency Response Personnel have been trained to ensure an orderly and safe emergency evaluation of employees.

#### 4. Critical Operations

During certain emergency situations, it may be necessary for the following personnel to remain in the work areas to shut down critical operations to avoid additional damage or hazards.

| Name of critical operation | Location | Type of emergency | Name of responsible employee | Title of responsible employee | Task description |
|----------------------------|----------|-------------------|------------------------------|-------------------------------|------------------|
|                            |          |                   |                              |                               |                  |
|                            |          |                   |                              |                               |                  |
|                            |          |                   |                              |                               |                  |
|                            |          |                   |                              |                               |                  |

Note that personnel involved in critical operations may remain on the site with the permission of the EC or the DO.

## 5. Evacuation

Evacuation route maps of each floor and area have been attached. The following information are marked on each map:

1. Emergency exits
2. Fire alarm locations
3. Primary and secondary emergency evacuation routes
4. Assembly points

Note that only the following types of emergencies require evacuation (Check all applicable):

- Fire
- Natural disasters and severe weather conditions
  - Earthquakes
  - Floods
  - Hurricanes
  - Tornadoes
  - Wildfire
- Structure failure
- Civil disturbance and workplace violence
- Toxic material releases
- Radiological and biological accidents
- Bomb threat
- Others: \_\_\_\_\_

After evacuation, employees will be accounted for by  
\_\_\_\_\_ [method of accounting].

Customers and/or suppliers will be accounted for by  
\_\_\_\_\_ [method of accounting].

## 6. Emergency Procedures

The Emergency Action Plan includes procedures for the following types of emergencies:

- Medical
- Fire
- Natural disasters and severe weather conditions
  - Blizzard

- Earthquakes
- Floods
- Hurricanes
- Tornadoes
- Wildfire
- Structure failure
- Civil disturbance and workplace violence
- Toxic material releases
- Radiological and biological accidents
- Bomb threat
- Others: \_\_\_\_\_

Whenever the above emergencies happen, Emergency Personnel will notify all (Check all applicable):

- Employees
- Building owners
- Contractors
- Homeowners
- Others: \_\_\_\_\_

The following methods of communication will be used to report emergency (Check all applicable):

- Alarm bells
- E-mails
- Internal message system
- Phone calls
- Public address system
- Text messages
- Verbal communication
- Others: \_\_\_\_\_

### Medical Emergency

In case of a medical emergency, Emergency Personnel will:

1. Call the following medical emergency phone numbers:
  - Ambulance: 911
  - Paramedic: \_\_\_\_\_ [Contact number of paramedic]

2. Provide the following information to the above medical emergency personnel:
  - Full name(s) of the victim(s)
  - Full name and phone number of the caller
  - Location of the emergency (room number, floor, building, address)
  - Nature of the medical emergency
3. Refrain from moving the victim(s) unless absolutely necessary.
4. If the victim has been splashed with a substance that might result in an acute or serious injury, bring the victim to facilities for quick flushing or drenching the body and eyes. The employer should have included such facilities for immediate emergency use next to operations where such substances are being used.
5. Call the following personnel trained in First Aid and CPR to provide necessary assistance before the professional medical help comes:  
Full name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
If personnel trained in First Aid and CPR are not available, attempt to provide the following assistance at minimum:
  - Clear the victim's air passages using the Heimlich Maneuver if victim is choking
  - Stop the victim's bleeding by applying firm pressure on the wounds, taking care to avoid contact with blood and other bodily fluids.
6. If victim has been exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and put on the appropriate personal protective equipment. Only attempt first aid if adequately trained and qualified.

### Fire Emergency

In case of a fire emergency, Emergency Personnel will:

1. Activate the nearest fire alarm.
2. Call 911.
3. If fire alarm is not activated, notify the site personnel about the fire emergency by:
  - E-mails
  - Internal message system
  - Phone calls
  - Public address system
  - Text messages
  - Verbal communication



□ Others: \_\_\_\_\_

4. Only fight the fire if:

- The local Fire Department has been notified.
- The fire extinguisher is in working condition, and Emergency Personnel have been trained to use it.
- The fire is small and is not spreading to other areas.
- It is possible to escape through the nearest exit.

5. Emergency Response Personnel

The Designated Official and the Emergency Coordinator must:

- Disconnect equipment and utilities unless doing so puts them in danger
- Order evacuation of personnel
- Plan a way to locate and rescue missing personnel (if applicable)
- Give the Fire Department personnel relevant information about the facility

Floor Wardens and Area Monitors must:

- Coordinate an orderly evacuation if requested by DO or EC
- Ensure all personnel have evacuated the floor or area
- Do a head count of personnel to see who is missing
- Report issues to the Emergency Coordinator at the assembly area.

6. Assistants for People with Physical Disabilities or Challenges should:

- Assist all disabled individuals who require help
- Create and coordinate an orderly evacuation of all personnel that require their help after everyone has been accounted for

### Prolonged Power Loss

In the event of prolonged power loss to \_\_\_\_\_ [Name of worksite], certain precautionary measures should be taken depending on the environment and geographical location of the worksite:

1. Turn off unnecessary electrical appliances and equipment.
2. Turn off and drain the following lines if experiencing freezing temperature:
  - Standpipes
  - Toilets
  - Fire sprinkler system
  - Portable water lines
3. Equipment that contains fluids that could freeze due to long term exposure to freezing temperatures should be provided with heat sources, moved to heated areas, or drained of liquids.

4. Add propylene-glycol to drains to prevent freezing.
5. Upon restoration of power and heat:
  - Check fire and potable water piping for leaks from freeze damage
  - Bring up electronic equipment to ambient temperatures before energizing

### Natural Disasters and Severe Weather Conditions

Emergency Personnel will be responsible for the following in case the following weather and natural disasters happen:

#### *Blizzard*

If indoors:

- Stay indoors at all times
- Stay calm and wait for instructions from the EC and DO

If there is no heat:

- Cover the windows at night
- Stuff rags or towels in cracks under doors or around windows
- Close off unneeded areas, floors, or rooms
- Wear layers of light-weight, warm, and loose-fitting clothing, if possible
- Give you body plenty of food and drink. Food will give you body heat and energy and fluids will prevent dehydration.

If outdoors:

- Locate a dry shelter and cover all exposed parts of the body.

If shelter is not available:

- Prepare a snow cave to protect yourself from the wind
- Build a fire to generate heat and attract attention. Place rocks around the fire to reflect and absorb heat.
- Do not eat snow. Doing so will lower your body temperature. If you want to drink water, you can melt snow.

If stranded in an automobile:

- Stay in the vehicle
- Run the motor for 10 minutes per hour. Be sure to open the windows a little bit to avoid carbon monoxide poisoning and make sure the exhaust pipe is not blocked.
- Exercise to keep warm and keep your blood circulating.

Make yourself visible to rescuers by:

- Tying a colored cloth or tie to your door or antenna

- Turning the dome light at night when running the engine
- Raising your car's hood after the snow stops falling

### *Earthquake*

If an earthquake has already started or there are warnings that an earthquake is coming:

- Stay calm and wait for instructions from the EC and DO
- Work with the Assistants for People with Disabilities or Challenges to help disabled individuals to find a safe place
- Keep away from windows, electrical power, overhead fixtures, and overhead cabinets
- Evacuate as instructed by the EC and DO

### *Flood*

If indoors:

- Be ready to evacuate as directed by the EC and DO
- Follow the recommended primary or secondary evacuation routes

If outdoors:

- Avoid driving or walking through flood water
- If automobile stalls, abandon it immediately and climb to a higher ground
- Climb to high ground and stay there until further notice

### *Hurricane*

Hurricanes require more warnings than other natural disasters. When a hurricane watch is issued, the hurricane will quickly become a threat to the coastal area.

Hurricane warnings are issued when the following are expected in the area within 24 hours:

- Hurricane winds of 74 mph or higher or
- A combination of staggeringly rough seas and high water

Once a hurricane watch has been issued, all personnel at the worksite needs to:

- Stay calm and wait for instructions from the DO and EC
- Continue to monitor local radio stations, TV, and the internet for instructions and further developments
- Bring any boats securely to shore or move them to a safe place if you have enough time to do so
- Gather drinking water in appropriate containers

If the worksite is away from the coast on high grounds, and evacuation will not be performed, secure the building and move all loose items indoors. It is also necessary to board up all openings and windows.

Once a hurricane warning has been issued:

- Leave areas that may be affected by stream flooding or storm tide
- Be ready to evacuate as directed by the EC and/or DO

During a hurricane, remain indoors at all times and prioritize seeking shelter in:

- Hallways on the lowest floor away from windows and doors
- Small windowless interior rooms on the lowest floor
- Windowless rooms constructed with reinforced brick, concrete, or block

### *Tornado*

When warnings are issued by sirens, all personnel shall seek inside shelter in:

- Hallways on the lowest floor away from windows and doors
- Small windowless interior rooms on the lowest floor
- Windowless rooms constructed with reinforced brick, concrete, or block

All personnel should also:

- Stay away from outside windows and walls
- Remain sheltered until the tornado threat has been announced over by the news
- Use arms to shield neck and head

### *Wildfire*

If forests, brushes, or grasslands around \_\_\_\_\_ [Name of worksite] suddenly burst into flame, and the wildfire is approaching the worksite, all personnel at the worksite need to:

- Bring out emergency kits in case someone is injured
- Look for and remove fire hazards in and around the worksite, such as dried leaves, branches, and debris
- Close all doors and windows in the house
- Cover windows, vents, and other openings with duct tape and/or pieces of plywood
- Park cars out of the driveway and keep windows closed
- Pack valuables in cars if possible
- Turn off natural gas or propane and move any propane barbeques or appliances into the open
- Move all combustibles away from the worksite building, including firewood and lawn furniture

- Monitor the local radio station and news for developments on the wildfire

Emergency Personnel needs to:

- Follow the “Fire Emergency” section and help visitors and employees evacuate to the roof if the fire spreads into the building or gets very close
- Place a ladder to the roof in front of the worksite building so personnel can evacuate via the ladder if needed
- Place lawn sprinklers on the roof and turn them on
- Listen to the local radio station and news for developments on the wildfire
- Help visitors and employees as needed

### Structure Failure

In the event of structural failure to a worksite building:

- Entrances to the damaged structure will be blocked off and secured to prevent theft of personal or company property.
- Emergency Personnel will announce that no one is allowed in the damaged structure until the area is deemed safe by appropriate authorities.
- If necessary and safe to do so, Emergency Personnel will prompt evacuation of visitors and employees according to the “Evacuation” section of this Emergency Action Plan.
- If there has been entrapment or injury, Emergency Personnel will contact authorities as appropriate.

Below is a list of details of the worksite structures:

Structure type: \_\_\_\_\_

Location: \_\_\_\_\_

Emergency response organization: \_\_\_\_\_

Structure type: \_\_\_\_\_

Location: \_\_\_\_\_

Emergency response organization: \_\_\_\_\_

Structure type: \_\_\_\_\_

Location: \_\_\_\_\_

Emergency response organization: \_\_\_\_\_

### Civil Disturbance and Workplace Violence

Civil or workplace disturbances such as shootings and riots can have a large impact on the safety of people at \_\_\_\_\_ [Name of worksite].

If a civil disturbance develops in \_\_\_\_\_ [Name of worksite],  
Emergency Personnel will attempt to minimize the impact by:

- Collecting information about the disturbance, particularly its severity and its developments
- Monitoring the situation as events unfold
- Informing all personnel at the worksite as information is made available
- Notifying the Police and/or Fire Department if access into or out of worksite is blocked or safety of people on worksite may be endangered
- If safe, instructing all personnel to evacuate
- Logging off workstations and securing sensitive files contained in USBs, cloud drives, etc.

All personnel should:

- Avoid area of disturbance
- Stay away from demonstrator(s) and do not obstruct or provoke them
- Stay away from windows or glass doors if disturbance is outside the worksite
- Check mobile phones regularly for emergency notifications and periodic updates.

### Toxic Material Release

*Location of release containment:*

Toxic material type: \_\_\_\_\_

Location: \_\_\_\_\_

Toxic material type: \_\_\_\_\_

Location: \_\_\_\_\_

Toxic material type: \_\_\_\_\_

Location: \_\_\_\_\_

*Location of Personal Protective Equipment (PPE):*

Protective equipment type: \_\_\_\_\_

Location: \_\_\_\_\_

Protective equipment type: \_\_\_\_\_

Location: \_\_\_\_\_

Protective equipment type: \_\_\_\_\_

Location: \_\_\_\_\_

Protective equipment type: \_\_\_\_\_

Location: \_\_\_\_\_

When a large toxic material release has occurred:

- Immediately notify the DO and EC
- Contain the release with available equipment, such as pads, towels, absorbent powder, etc.
- Quarantine the area and alert other site personnel
- Do NOT attempt cleaning the release unless you have the proper training and equipment.
- Call a local chemical or toxic material release cleanup company or the Fire Department to perform a a large toxic material release cleanup

When a small toxic material release has occurred:

- Notify the DO and EC
- If toxic fumes are present, quarantine the area with cones and caution tapes to prevent others from entering
- Small releases must be handled safely while wearing the right PPE
- Review \_\_\_\_\_ [Name of worksite]'s general release cleanup procedures.

### Radiological and Biological Accidents

\_\_\_\_\_ [Name of worksite] has established stringent controls for the use and movement of radioactive materials/biological agents as per

\_\_\_\_\_ [Name of worksite]'s \_\_\_\_\_ [Name of document that establishes controls of radiological and biological materials]. As such, the likelihood of a radioactive or biological accident is remote.

In the likelihood that a nuclear/biological accident is declared or an intentional release (as well as a threat of intentional release) of radioactive material and/or biological agents, all personnel at the worksite must:

- Minimize the amount of outside air entering the worksite by immediately closing windows and doors and turning off heat-recovery units and air exchangers
- Bring out emergency kits
- Turn off appliances
- Stay indoors until advised otherwise

If you were outside when the emergency was declared:

- Take off your clothes as soon as possible and seal them in a plastic bag (i.e., Ziplock bag)
- Wash your body and hair in the shower and put on clean clothes from a closed drawer or closet.

### Bomb Threat

In case of a bomb threat via call:

- Keep calm. Do not interrupt the threatener if the contact is made via call and take notes using the following checklist (write down as much as you know).
  - Time and date of threat
  - Origin of threat (e.g. local call, email, etc.)
  - Threatener's identity (nickname or name given)
  - Threatener's approximate age (based on voice and other clues)
  - Threatener's sex
  - Threatener's language (e.g. English)
  - Threatener's voice characteristics (e.g. loud, raspy, high-pitched, etc.)
  - Threatener's speech (e.g. fast, stutter, nasal)
  - Threatener's accent (e.g. local, foreign, south)
  - Threatener's manner (e.g. calm, incoherent, emotional)
  - Detectable background noise
- Pretend you can't hear or understand what the threatener is saying and keep the caller talking. If the caller seems amenable to discussion, ask the questions below:
  - When will the bomb go off?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What kind of package is it contained with?
  - How do you know so much about the bomb?
  - What is your name and address?



