



## **Emergency Action Plan (Sample)**

This sample program is designed to assist Republic Indemnity policyholders provide workplace protection for their employees and to reduce losses resulting from accidents and injuries. Remember, this is only a guide. Your business is unique and therefore you must chart your own course to ensure compliance. The material in this publication is based on principles and techniques developed by occupational safety and health professionals. It is intended to provide guidance, rather than prescribe requirements, and is not intended as a legal interpretation of any state standard, every county or city therein. This model program must be maintained in order to be effective and may need additional elements to address specific hazards in your work environment.

We strongly encourage you to customize this program by reviewing each section and making appropriate modifications to the program to address all of your particular business operations and hazard exposures. Prompts have been included throughout the document where it is advisable to enter your company name and the name(s) of designated responsible personnel. Ultimately, your company may be held accountable to closely adhere to the formal written program you adopt.

We hope that you will find this safety program material useful in helping to maintain a safe worker environment.

## Emergency Action Plan

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**Management Policy Statement**

It is the policy of Company name: \_\_\_\_\_ that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation and Employee Security.

The management commitment of: \_\_\_\_\_ is not production and safety; it is production **with** safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at: \_\_\_\_\_ have a basic responsibility to make the safety of our workers our primary concern. We will be counting on you to do your part in making our program an effective one.

The successful operation of: \_\_\_\_\_ will not depend only on sales and service, but also how safely each job is performed. There is no job so important, or any service so urgent, that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective.

Sincerely,

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**Purpose**

This plan is for the safety and well-being of the employees of: \_\_\_\_\_.

It identifies necessary management and employee actions during fires and other emergencies.

Education and training must be provided so that all employees know and understand the contents of the Emergency Action Plan.

The plan should identify the different types of situations that will require an evacuation of the workplace. This might include fire, earthquake or chemical spill.

**Location of Plan**

Each employee of this operation has been given a copy of this plan. A copy will also be maintained at:

\_\_\_\_\_.

Any questions concerning this plan should be directed to the plan preparer: \_\_\_\_\_.

It is a common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible to assess the situation and determine whether an emergency exists that requires activation of the emergency procedures, notification and coordination with outside emergency services, shutdown of utilities or plant operations.

**Emergency Policy**

It is the policy of this office that all employees should evacuate the premises in case of a fire or other emergency.

The plan may specify different actions for employees depending on the emergency.

**Medical Emergency**

Call 911 immediately in the event of a medical emergency. Notify: \_\_\_\_\_ who will take the appropriate steps to direct paramedics, etc.

**Fire Emergency**

Fire alarm or other specified procedure will go off, signaling you to evacuate immediately. Close any doors behind you.

**Earthquake**

If a major earthquake occurs, the steps you take will depend on your location:

- Indoors: Stay indoors during the tremor. Most injuries occur with people entering or leaving buildings. Get under a desk or table or stand near a clear interior wall or corner. Stay clear of windows, shelves, overhead pictures, interior glass, filing cabinets and bookcases.
- Outdoors: Get into the open, away from buildings, trees, walls and power lines. Keep roadways clear.
- DO NOT USE THE PHONE unless there is a severe injury.

**Alarm Bell Rings**

If the alarm bells begin ringing, we will evacuate immediately. Waiting even a few minutes could waste valuable time in an emergency. Follow evacuation orders and check with your group leader at your designated location. Do not return to the building until you get the “all clear” announcement.

**Leaks or Floods**

Report incidents to: \_\_\_\_\_ . If not during business hours, call *enter name or title here* to report.

**Security and Threats of Violence**

The only people authorized to enter our building i.e., using the keypad, are current employees, building security and maintenance employees. Never disclose the keypad combination to anyone other than a co-worker without senior management approval.

- If you encounter a stranger trying to get into the building, politely direct them to the receptionist. Don't ever just open the door for them.
- Never identify an employee to stranger at the office (such as saying, “That’s Joe Smith over there.”) You could endanger a co-worker.
- If you receive a threat from an irate customer, personal acquaintance, family member, etc., notify: \_\_\_\_\_ immediately.

**Bomb Threats**

If a bomb threat is received over the telephone, you should try to maintain a calm, personal approach with the caller, while making notes to remember details of the conversation. Signal silently to the person nearest you, or write a note or e-mail, that you are receiving a threat. That person should contact: \_\_\_\_\_ immediately.

**Suspicious Packages**

Do not touch or handle the package. Immediately notify: \_\_\_\_\_ .

**Evacuation Procedures**

All exits will remain unlocked and unobstructed during working hours. All employees must exit the facility in a quiet and orderly manner.

<b>Exit 1. The following groups/departments evacuate through this exit.</b>

<b>Exit 2. The following groups/departments evacuate through this exit.</b>

<b>Exit 3. The following groups/departments evacuate through this exit.</b>

<b>Exit 4. The following groups/departments evacuate through this exit.</b>

Diagrams of the various routes will be posted prominently in the work areas and are attached to this plan.

Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that the fire doors are closed when exiting. Employees designated to assist in emergency evacuation should be trained in the complete workplace layout and various alternate escape routes. Employees designate to assist in emergencies should be made aware of employees with special needs (who may require assistance during an evacuation), how to use the buddy system and any hazardous areas to avoid during an emergency evacuation.

Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits and spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times and unlikely to expose evacuating personnel to additional hazards.

**Accounting for Employees**

After exiting the building, all employees are to assemble for roll call at the following location:

\_\_\_\_\_.

Check in with your group leader and wait for further instructions.

Accounting for all employees is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search and rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.

**Rescue and Medical Duties**

The following personnel are trained and certified in both CPR and general first aid. In case of medical emergency, they are available to assist until the outside emergency personnel reach the scene.

Name	Phone

**Critical operations**

In order to minimize the damage or danger from a fire or other emergency, this office has determined that certain critical operations should be shut down immediately. The following personnel are responsible for shutting down the listed critical operations:

Name of Personnel	Critical Operation(s)

You may want to include in your plan locations where utilities (i.e., electrical and gas utilities) can be shut down for all or part of your facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.

**Alarm Systems and Notification of Emergencies**

In an emergency, employees will be notified by the following means of notification:\_\_\_\_\_. This system should provide warning for necessary emergency action and sufficient time for escape of employees from the workplace.

## **Training**

Employees will be trained when the plan is developed and when new employees are hired. Employees will be retrained when the plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials or processes could affect evacuation routes or when new types of hazards are introduced that require special actions. General training should include:

- Individual roles and responsibilities
- Threats, hazards and protective actions
- Notification, warning and communications procedures
- Emergency response procedures
- Evacuation, shelter and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures

Once you have reviewed you emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather the management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.