

Emergency Response Plan

Company Name:	Auto-Chlor System
Telephone:	XXX-XXX-XXXX
Contact Name:	ENTER NAME HERE
Title:	REGIONAL/BRANCH MANAGER
Last Revision Date:	01/01/2001

The goal of this emergency response plan is to function as a guide and training tool for proper response during an emergency.

Priorities of emergency response are as follows:

- Secure and respond to all life threatening issues. This includes evacuation orders and rendering first aid if needed, as well as calling for emergency responders if needed.
- Contain the incident if able. This could include using fire extinguishers to prevent a fire from spreading, as well as damming or stopping a leak.
- Report the incident to the management team (branch, regional, RVP). Management team will report to any relevant agencies if necessary (OSHA, EPA, Chemtrec).
- Clean up and investigate the incident. Underlying causes and contributing factors should be noted, documented, and made part of the report.
- Return to service after completing previous step. Make any adjustments, repairs, or modifications needed to prevent another occurrence in the future.

Evacuation Plan

Evacuation may be required if there is a fire in the building, earthquake, or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

Employees will be warned to evacuate the building using the following system:	e.g. PA System, Verbal Alarm, etc.
Employees should assemble at the following location for accounting by the evacuation team:	ENTER MEETING LOCATION HERE

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Severe Weather Sheltering Plan

If a severe weather warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

Severe Weather Warning duties	Primary / Secondary Assignment
Monitor Weather sources for updated emergency instructions and broadcast warning if issued by weather services. Direct outside personnel to enter the building. Direct employees to designated severe weather shelters.	PRIMARY: BRANCH MANAGER SECONDARY: SALES & SERVICE MANAGER
Location of severe weather warning system controls	N/A
Location of severe weather shelters	N/A

Shelter in Place Plan

If warned to “shelter-in-place” from an outside airborne hazard, a warning should be broadcast and all employees should move to shelter.

Shelter-In-Place duties/info	Primary / Secondary Assignment
Direct personnel outside to enter the building; then close exterior doors. Shutdown ventilation system and close air intakes.	Branch Manager Service and Sales Manager
Move employees to interior spaces above the first floor (if possible). Monitor news sources for updated emergency instructions.	Service and Sales Manager Production Supervisor
Location of controls to shutdown ventilation system:	EXAMPLE: To right of door from front office to production floor.

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Lockdown Plan

If outside threats cause a need for a “lockdown” condition of the branch, the following procedures shall be followed.

Lockdown steps	Primary / Secondary Assignment
Broadcast warning to branch to lockdown the building.	Branch Manager Service and Sales Manager
Close and lock all methods of entry into the branch (personnel doors, bay doors, windows, etc).	Branch Manager Service and Sales Manager
Move employees away from windows into most secure part of building.	Service and Sales Manager Production Supervisor
Location of meeting point:	In shop closest to office entrance.

Medical Emergency

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s).
- Nature of injury or illness.
- Hazards involved.
- Nearest entrance (emergency access point).

Alert 1ST AID/CPR trained employee(s) to respond to the victim’s location

Location of first aid kit: Enter location here

Procedures:

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim’s location is unsafe.
- Control access to the scene.
- Take “universal precautions” to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

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Fire Emergency Plan

If a fire is reported, and not able to be controlled according to Auto-Chlor System safety guidelines, then pull the fire alarm (if available and not already activated) to warn occupants to evacuate. Then dial 9-1-1 to alert fire department.

- Provide the following information:
 - Business name and street address.
 - Nature of fire.
 - Fire location (building and floor).
 - Type of fire alarm (detector, pull station, sprinkler waterflow).
 - Location of fire alarm (building and floor).
 - Name of person reporting fire.
 - Telephone number for return call.
- Evacuate employees and visitors in building.
- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Manager/supervisor on duty to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys, and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

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Spill Clean Up Response

With any hazardous spill you should always contain the spill if possible, and then immediately contact your manager.

- **Don appropriate PPE for the chemical.**
Refer to SDS (section 8).
- **Isolate spill.**
Dam the leak to prevent spread.
Put leaking container in containment tote.
Replace lid or cap.
- **Identify spill.**
Find source of leak.
Test PH of Spill.
- **Neutralize spill.**
Sprinkle neutralizing chemical over the affected area.
Sodium Bicarbonate (for acid spills).
Citric acid (for alkaline spills).
Spray with clean water to blend.
- **Re-test** with pH paper in several areas.
- **Repeat** previous steps until a neutral reading is obtained.
Once a neutral reading is reached, move on to absorption
- **Absorb spill.**
Spread absorbent and allow to work.
- **Dispose of absorbent.**
Sweep the absorbent into a plastic bag, seal, and dispose.

IF THERE IS ANY PERCEIVED RISK THAT A SPILL CANNOT BE CONTAINED, CONTACT YOUR MANAGER IMMEDIATELY FOR DIRECTION.

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Storage Racking Failure

If any storage racking has a structural failure, or shows signs of degradation, follow these steps:

- Clear the area of all personnel.
- Notify all personnel of the potential hazard.
- Contact Branch Manager to make them aware of the situation.
- Mark the area with cones and caution tape to prevent entry into the hazardous zone.
- Contain any spills if it is safe to do so. Follow the spill cleanup guidelines.
- Do not attempt to clean up spills or retrieve equipment in the potential collapse zone.
- Branch Manager will work with safety director to determine safest course of action.

Earthquake procedures

If an earthquake occurs while working, stay calm and follow the following steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from chemical storage tanks, glass windows, shelves and heavy equipment. IF INDOORS DURING AN EARTHQUAKE, EXIT THE BUILDING ONLY AFTER THE SHAKING HAS STOPPED.
- If outdoors, move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by your Branch Manager.

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Emergency contact information

Emergency contact	Phone number
Regional Manager	XXX-XXX-XXXX
Branch Manager	XXX-XXX-XXXX
Sales and Service Manager	XXX-XXX-XXXX
Emergency services	9-1-1
Fire department	(ENTER LOCAL #)
Police (non-emergency)	(ENTER LOCAL #)
Medical services (non-emergency, Concentra)	(ENTER LOCAL #)
Plumber	(ENTER #)
Electrician	(ENTER #)
Priority care 365 nurse line	800-747-9514
Environmental Protection Agency (EPA)	800-424-8802
Chemical Spill (Chemtrec)	800-424-9300
Poison Control Center	800-222-1222