## Emergency Action Plan

1. **Purpose**

The EAP (Emergency Action Plan) communicates to employees, policies and procedures to follow in the event of an emergency. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who request to see it.

1. **Reporting Emergencies**

All fires and emergency situations will be reported immediately to the Fire Warden or supervisor in charge.

The supervisor will assess the situation and notify 911 if the situation is such that emergency response is needed. The supervisor will also determine if an evacuation is necessary and the evacuation will be initiated.

In the event of a fire and or emergency, the supervisor shall alert employees by verbal announcement and provide them with instructions.

1. **Evacuation**

Emergency evacuation escape route plans are posted throughout the workplace. In the event of a fire or an emergency, instructions for evacuation are given by the supervisor. All employees shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the evacuation floor. Employees with offices shall close the doors (unlocked) as they exit the area.

Mobility impaired employees and their assigned assistants will gather at a designated area within the building to ensure safe evacuation.

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand. The Fire Warden or supervisor in charge is the only authorized personal to remain behind to secure the premises.

Once everyone has reached the evacuation floor, a head count shall be conducted by the supervisor. Any employees not accounted for shall be reported to the Emergency Action Plan coordinator.

1. **Fires**

Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue.

If the fire is small, you have been instructed in the use of a fire extinguisher and it is safe to do so, you may but are not required to attempt to use a fire extinguisher to put out the fire. Do not attempt to extinguish the fire if hazardous or toxic materials are involved, the fire is very smoky, or if the fire is spreading rapidly.

1. **Medical Emergencies**

No employees are assigned to perform medical or rescue duties during emergency evacuation situations. Employees trained in First Aid and CPR may, but are not required to, attempt medical care.

1. **Site Specific Emergency Action Plan**

Prior to the start of site operations or if daily operations dictate, the Site Superintendent shall notify all personnel working on the site any site-specific information regarding evacuations, muster points, communication, and other site-specific emergency procedures.

Employees shall participate in onsite safety meetings to become familiar with site specific emergency procedures and follow those procedures during an emergency.

1. **Training**

All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:

* + when there are any changes to the plan and/or facility;
  + when an employee’s responsibilities change; and
  + annually as refresher training.

Items to be reviewed during the training include:

* proper housekeeping;
* fire prevention practices;
* fire extinguisher locations, usage, and limitations;
* threats, hazards, and protective actions;
* means of reporting fires and other emergencies;
* names of Emergency Action Plan Coordinator;
* individual responsibilities;
* escape routes and procedures;
* procedures for accounting for employees and visitors;
* closing doors;
* severe weather procedures; and
* Emergency Action Plan availability.

1. **Fire/Evacuation Drills**

Fire/Evacuation drills shall be conducted at least annually, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

1. **Emergency Contact**

For further assistance or to receive more information about the emergency evacuation procedures or your specific duties contact the Fire Warden or supervisor in charge.