Emergency Action Plan

COMPANY NAME

Last Revised: INSERT DATE

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1. Objective

The objective of the COMPANY NAME Emergency Action Plan “EAP” is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations such as fires, severe weather, building evacuations, workplace violence, active shooter emergencies, etc. This plan is designed to minimize injury, loss of human life, and company resources by training employees, maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at COMPANY NAME.

1. Assignment of Responsibility
2. Emergency Plan Manager

EMPLOYEE NAME, the Emergency Plan Manager, will manage the Emergency Action Plan for COMPANY NAME. The Emergency Plan Manager will maintain all training records pertaining to this plan. The Emergency Plan Manager is also responsible for scheduling routine tests of emergency notification systems (Fire alarms, PA systems, etc.) and coordinating education and training as it relates to the EAP. The Emergency Plan Manager will notify the owner / management / or other responsible persons of this plan if an emergency occurs.

1. Emergency Plan Coordinator

In addition to the Emergency Plan Manager, Emergency Coordinator(s) may be identified and are responsible for contacting community emergency response personnel as well as acting as incident commander until proper authorities show up to the site of an emergency. This includes but is not limited to having an accurate headcount after an emergency to communicate to authorities, being familiar with any hazardous substances located at the site, and communicating to responding emergency personnel the layout of the building if needed.

\*Note: Emergency Plan Manager and Coordinator may be same person for small locations or single location businesses.

The Emergency Plan Coordinator(s) are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Location / Department** | **First & Last Name** | **Position** | **Contact number** |
| Manufacturing | John Smith | Manager | 999-999-999 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Supervisors / Management

Supervisors and Management will follow and ensure that their employees are trained in the procedures of this EAP.

1. Employees

Employees are responsible for following the procedures in this EAP.

1. Contractors / Third Parties / Visitors

COMPANY NAME shall make sure that any contractors / third parties / visitors onsite during an emergency are accounted for and will be advised of this EAP if needed.

1. Plan Implementation
2. Reporting

Emergency personnel should be called after a swift assessment of the situation has been conducted and emergency services are deemed necessary. Any employee at COMPANY NAME is allowed to contact emergency services in conjunction with notifying management.

|  |  |  |
| --- | --- | --- |
| Type of Emergency Responder | Name | Contact Information |
| Fire | Local FD | 911 |
| Police/Sheriff | Local PD | 911 |
| Ambulance/EMS | Local EMS | 911 |
| Gas Company | Contact | 999-999-999 |
| Electric Company | Contact | 999-999-999 |
| Water Company | Contact | 999-999-999 |
| HAZMAT Response | State Emergency Contact | 999-999-999 |

All emergency situations will be reported as soon as possible to the Emergency Plan Manager and the appropriate Emergency Plan Coordinator listed above by one of the following means:

* + 1. verbally, as soon as possible during normal work hours; or
    2. by telephone, after normal work hours or on weekends.

If Emergency Plan Manager or Coordinator cannot be reached, contact the Owner / Manager.

Emergency will then be communicated to rest of the plant following the reporting procedures below. Special instructions dependent on type of emergency should be addressed in this initial notification.

|  |  |
| --- | --- |
| Type of Emergency | How to Report to Rest of Building |
| Fire | Fire alarms, PA system, verbally, cell phone |
| Severe Weather | PA system, verbally, cell phone |
| Building Evacuation | PA system, verbally, cell phone |
| Chemical Spill/Leak | PA system, verbally, cell phone |
| Medical | PA system, verbally, cell phone |
| Violence/Bomb Threat | PA system, verbally, cell phone |

If an emergency occurs after normal business hours, Emergency Plan manager or Coordinator(s) will contact all employees not on site to provide future work status, depending on the nature of the situation.

1. Owner Notification

Emergency Plan Managerwill contact the owner as soon as possible if media coverage is expected. Do not make any statements until coordination with owner has been successful.

1. Building Evacuation

Building evacuation may be necessary in the event of a fire that is unable to be suppressed, gas leak, water leak, unhealthy air contaminant and any other emergency that requires evacuation upon the judgement of the emergency manager and/or coordinator. Emergency evacuation route plans are posted in high traffic areas throughout this building. If a fire or emergency alarm is sounded or instructions for evacuation are given all employees (except those noted in Part D of this plan) must immediately exit the building(s) at the nearest exit and meet as soon as possible at the designated assembly area.

1. Critical Systems

If evacuation of the premises is necessary, some items may be designated as a critical shutdown item and require someone to stay back and perform this task before evacuation. Only the following people may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Property or Equipment to Shutdown** | **Location of Property or Equipment** | **Estimated Time to Complete Security Process** |
| John Smith | Compressor | Location | 2 minutes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the designated assembly area.

1. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the Emergency Coordinator will account for each employee or visitor assigned to them at the designated assembly area. Each employee is responsible for reporting their immediate supervisor so an accurate head count can be made. All employee counts will then be reported to the coordinator as soon as possible.

1. Building Re-entry

Once the building has been evacuated, no one may re-enter the building for any reason. All employees must remain at the designated assemble area until the fire department or other emergency response agency notifies the Emergency Coordinator or Manager that either:

* + 1. the building is safe for re-entry, in which case personnel will return to their workstations; or
    2. the building or assembly area is not safe, in which case Emergency Coordinator or manager will instruct personnel on next steps.

1. Sheltering in Place

Designated shelter in place areas will be marked and known to all employees, visitors and contractors who enter the building. An emergency that requires shelter in place to be initiated includes, but is not limited to severe weather, tornado, hurricane, violent person, etc. The emergency coordinator will ensure essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), are available in this area. Emergency coordinator will execute the below steps:

* + 1. All employees, customers, and visitors will move immediately to the shelter in place location.
    2. Emergency Coordinator(s) will take a headcount to have on hand in the event that authorities must respond to the scene.
    3. Emergency Coordinator will monitor telephone, radio, or other applicable public information source to keep employees updated on status of emergency. Do not leave shelter in place area until all clear has been given.

1. Irate/Armed Person
2. Immediately notify emergency personnel (911) if armed person is located on premises.
3. Communicate to those around you without giving away your location the situation unfolding.
4. Remember the steps: Run, Hide, Fight
5. Run, if you know the location of the armed person and can exit the building to a safe location. If this is not an option, hide.
6. Hide, secure yourself in a dark room with door shut and barricaded, if possible.
7. Fight, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
8. Offsite Emergency Incident
9. Due to the nature of COMPANY NAME business, it is possible that an emergency situation such as a fire, severe weather, workplace violence, or active shooter emergency, could occur. To the extent possible, any employee should follow COMPANY NAME EAP protocols to the extent they are able while working offsite. Additionally, if available, employee should be familiar with any offsite locations EAPs.
10. If an employee is involved in an offsite emergency situation, then they will report as soon as possible to the Emergency Plan Manager or Emergency Plan Coordinator listed above by one of the following means:
    * 1. By telephone, as soon as possible during normal work hours; or
      2. By telephone, after normal work hours or on weekends.
11. Training

All employees will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

* + 1. when there are any changes to the plan or facility.
    2. when an employee’s responsibilities change; and
    3. annually, as refresher training.

Fire/evacuation drills must be conducted at least annually. Additional drills will be conducted if physical properties of the business change, processes change, or it is otherwise deemed necessary. After conducting the drill, the evaluation of the effectiveness and any weakness will be analyzed, and changes will be made to implement plan improvement.

Emergency coordinator(s) and manager will document all training pertaining to this plan and ensure training records are being retained.

Disclaimer

The information provided in this plan does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this plan are for general informational purposes only.  Information may not constitute the most up-to-date legal or other information.  Readers of this plan should contact their attorney or other professional to obtain advice with respect to any particular legal or other matter discussed in this plan.  All liability with respect to actions taken or not taken based on the contents of this plan are expressly disclaimed.  The content in this plan is provided "as is;" no representations are made that the content is error-free.