

**Trouves St Ann's**  
**Emergency Action Plan**  
**Program and Training**  
**Materials**

Effective Date: 1/1/19  
Revision #:



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NOTE: An Emergency Action Plan PowerPoint Presentation accompanies this document.

Prepared by:

Date:

Approved by:

Date:

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# Emergency Action Plan Program

Effective Date: 1/1/19

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## Reference Standard

Occupational Safety and Health Administration Subpart E, Emergency Action Plans:  
29 CFR 1910.38

## Purpose

This procedure establishes minimum procedures for responding to various emergencies in our facility.

## Scope

This procedure applies to all of our company employees, all contractors and vendors performing work on company property, and all other individuals who are visiting or have business with our company.

## Responsibilities

- Management is responsible for plan development and periodic review of this plan. Management is also responsible for appropriate employee training.
- Management and supervisors are responsible for enforcement of this program.
- Employees shall comply with all procedures outlined in this policy.
- Contractors and vendors shall comply with all procedures outlined in this policy.

## Definitions

**911 Notification System:** Method that is used by our facility to call outside emergency services (police, fire, EMS)

**Contractor:** A non-company employee being paid to perform work in our facility.

**Defensive Action:** Response to a chemical spill or release that does not require personal protective equipment or hazardous material response training. Examples are: closing an open valve, placing absorbent material in front of a running spill or closing a door.

**Emergency:** An unplanned event that could jeopardize the safety of people or property in our facility. An emergency can originate on our site or off-site: either can impact the people and property within our facility.

**Emergency Coordinator:** A staff member who is responsible for decision making during the initial phase of an emergency (generally this stage is defined by: discovery, activating the alarm, evacuation, employee accounting, initial response by off-site emergency services, etc.) An Emergency Coordinator will be assigned whenever the facility is operating.

**Evacuation Location:** The location that employees, visitors and contractors report to following an evacuation.

**Vendor:** A non-company employee being paid to perform a service in our facility.

**Visitor/Contractor Log:** A written log maintained at the entrance for visitors, contractors and vendors. Each non-employee is required to sign-in upon entering our facility and sign-out when leaving.

## Procedure

### Overview

All actions taken during an emergency will serve to protect the life and safety of employees, contractors, visitors and our facility neighbors. To the extent possible, we will minimize damage to property and the environment. Our emergency response activity will never knowingly jeopardize the safety of any individual.

### Evacuation Routes and Maps

All evacuation exit routes are permanent and are maintained as accessible and passable at all times. Evacuation maps are posted at various locations throughout our facility. These maps reflect the location of the evacuation routes, exits and evacuation destination locations. Appendix A contains copies of these maps.

### Accounting for Personnel

Employee roster sheets will be used for personnel accounting following an evacuation. Supervisors or designees will be responsible for using the roster sheets to accomplish a head count immediately following evacuation. Visitor, Contractor and Vendor Logs will be used to account for individuals in these groups.

Individuals who have disabilities that may impair their ability to evacuate will be encouraged to discuss the issue with Human Resources or another member of management. Necessary arrangements will be made confidentially to assist with evacuation.

### Contractors, Vendors and Visitors

Contractors, vendors and visitors should evacuate to the outdoor area adjacent to the door through which they entered and signed the Visitor/Contractor Log. The receptionist or an alternate will perform the head count. During severe weather evacuations contractors, vendors and visitors should evacuate to the Shelter area assigned to their host.

### Emergency Alarm System and Emergency Services Notification

In the event of an emergency the following methods can be used to communicate:

- Our plant alarm system is \_\_\_\_\_ and annunciates an emergency condition as follows: \_\_\_\_\_.
- Word of mouth
- The paging system (if facility is so equipped)
- Air horn

911 Notification System: Outside emergency services (police, fire, EMS) will be contacted as follows: \_\_\_\_\_.

### Fire Emergency

Employees discovering a fire will take the following action:

1. Alert others in the area who are at risk and notify a member of management who will initiate the 911 Notification System
2. Initiate the fire alarm procedure
3. Turn off involved equipment
4. Consider using a fire extinguisher, *if trained and authorized to do so*
5. Evacuate

Upon being alerted of a fire evacuation, all employees, visitors, contractors and vendors will:

1. Turn off equipment (if safe to do so)
2. Walk in an orderly and quiet manner to the exit closest to you *not blocked by fire, smoke or other hazards and exit the building*
3. Do not delay evacuation or re-enter hazardous areas to retrieve personal possessions such as keys, coats purses, or lunches
4. Report to designated fire Evacuation Location for head count. See Appendix B for Evacuation Locations
5. Stay together with their assigned group until further instructions are given
6. The facility will not be reoccupied until approved by the fire department

Note: The supervisor or other designated employee will be the last to exit the department. S/he will check lavatories and other cut-off rooms to assure evacuation and will close doors upon leaving.

### **Medical Emergency**

In the event of a medical emergency the following actions will be taken:

1. Notify a member of management who will initiate the 911 Notification System Evaluate scene safety-if there is any concern all personnel should stay at a safe distance
2. Do not move the ill/injured person (unless s/he is in danger from their surroundings)
3. Avoid all contact with blood and other bodily fluids (never attempt to provide first aid unless you are trained and equipped to do so)
4. A calm employee may stay with the ill/injured person to provide comfort
5. The supervisor will assign at least two employees to wait for the EMS responders at the parking lot entrance and guide the responders to the scene of the emergency
6. All uninvolved personnel should clear the area
7. If there has been any blood or bodily fluid release, trained personnel will clean and sanitize the area after the emergency phase has concluded

### **Severe Weather**

A weather alert radio is monitored in our facility at all times. In the event that a warning is issued for our facility the following actions will be taken:

1. Turn off equipment (if safe to do so)
2. Walk in an orderly and quiet manner to the designated severe weather Evacuation Location. See Appendix B for Evacuation Locations
3. A head count will be conducted to account for all personnel
4. When the severe weather warning expires personnel will be released from the shelter

Note: The supervisor or other designated employee will be the last to exit the department. S/he will check lavatories and other cut-off rooms to assure evacuation and will close doors upon leaving.

### **Hazardous Chemical Spill or Release**

Hazardous chemical spills or releases can be recognized visually by seeing evidence of a chemical escaping from its' normal containment or by detecting an unusual odor. If a chemical spill is suspected all personnel will do the following:

1. Alert others in the area who are at risk and notify a member of management who will initiate the 911 Notification System
2. Turn off equipment (if safe to do so)
3. Walk in an orderly and quiet manner to the exit closest to you *not blocked by the chemical release*
4. Report to designated fire Evacuation Location for head count. See Appendix B for Evacuation Locations

5. The Emergency Coordinator or another member of management will observe the wind direction if applicable and determine the best shelter area for evacuated personnel
6. Stay together with their assigned group until further instructions are given
7. The facility will not be reoccupied until approved by the fire department

No employee will take any action other than defensive actions to attempt to control a hazardous chemical spill or release unless s/he has been trained and equipped to respond.

### **Electrical Utility Failure**

In the event of an electrical failure the following procedure will be followed:

1. If the failure is in a partial area of the facility notify a supervisor or member of management
2. Turn off equipment using normal controls
3. Expect sudden equipment restart-stay away from the point of operation and other moving surfaces
4. Do not attempt to move around dark areas-supervisors will use flashlights to guide employees to a safe area to wait for power restoration
5. After power is restored follow supervisor's directions for equipment restart

### **Workplace Violence**

Workplace violence will be handled as follows:

1. Any employee who witnesses a violent act, threat of violence or is otherwise concerned should report it to a member of management
2. If immediate action is necessary, s/he will:
  - a. advise personnel most at risk to take shelter behind closed doors or to evacuate to other areas of the facility
  - b. contact emergency services or delegate another person to do so
  - c. notify the Emergency Coordinator who will evaluate the situation, meet the police, expand the evacuation and coordinate a head count
3. If immediate action is not deemed necessary, the member of management will notify the Emergency Coordinator of the incident. The Emergency Coordinator will begin an immediate investigation and evaluate the threat to personnel.

### **Emergency Duties**

#### **Emergency Coordinator**

1. Verify that necessary Emergency Services have been notified
2. Coordinate the employee accounting procedure in the case of evacuation emergency
3. Meet responding Emergency Service units and:
  - a. issue a situation report
  - b. keep in contact to provide needed information
  - c. advise them of evacuation status (during evacuation emergencies)
4. Issue updated instructions to personnel as necessary taking into account comfort of evacuees, duration of the evacuation, time of day, etc.
5. Coordinate incidents of workplace violence

#### **Supervisors**

1. Assist with responding to all emergencies and communicate emergency instructions to employees
2. Communicate facts surrounding an emergency occurring in their area to the Emergency Coordinator
3. Develop plans to assist employees with disabilities to evacuate safely
4. Verify all employees are evacuated before leaving
5. Perform the head count procedure to account for all employees and communicate missing personnel to the Emergency Coordinator
6. Be the initial contact and coordinator for incidents involving workplace violence

### **Critical Operations Duties**

Employees who are required to remain behind during evacuation, or who are assigned special response duties, will be fully trained and equipped to ensure their safety and readiness.

### **Training**

At a minimum, training will be conducted:

- Upon hire
- When this plan changes
- When employee duties change

Training will consist of:

1. Methods of alerting employees of an emergency
2. Employee duties upon discovering an emergency
3. Evacuation routes and Evacuation Locations
4. Procedures to be followed upon notification of emergency
5. Special Critical Operations duties assigned to employees

### **Revision History Record:**

<b>Revision Number</b>	<b>Section</b>	<b>Revised By</b>	<b>Description</b>
0	NA	NA	Original document.

# Evacuation Maps

# Evacuation Locations



# Important Things For You to Remember ...



## Emergencies in the Workplace

REMEMBER YOUR RESPONSIBILITY IN EMERGENCY SITUATIONS:

- ✓ FOLLOW YOUR TRAINING
- ✓ REACT CALMLY AND QUICKLY
- ✓ DON'T BE A HERO

### **IF YOU DISCOVER A FIRE**

- Alert others at risk
- Notify a manager
- Activate the alarm system
- Turn off involved equipment
- Evacuate

### **FIRE ALARM**

- Turn off equipment
- Take the closest safe exit
- Go to the evacuation location
- Stay with your group
- Do not re-enter building

### **MEDICAL EMERGENCY**

- Alert a manager
- Follow procedure for Fire Alarm

### **SEVERE WEATHER**

- Turn off equipment
- Report to evacuation location

### **HAZARDOUS CHEMICAL SPILL**

- Report to a manager
- Follow procedure for Fire Alarm

### **WORKPLACE VIOLENCE**

- Report concerns to a manager
- Remove yourself from the area
- Follow management directions

## EMERGENCY ACTION PLAN INSTRUCTOR NOTES

The following provides a useful preparation outline for use by trainers presenting the Emergency Action Plan training presentation to employees.

### Training Objectives

- Review the rules and procedure for the Emergency Action Plan
- Train employees to react quickly to emergency events in and around the facility with the goal of minimizing the impact on people and property

### Before Training

- Read the OSHA standard and the model Emergency Action Plan program
- Complete the blank sections in the written program:
  1. Under the Emergency Alarm System and Emergency Services Notification heading-the first section asks that you describe your facility alarm system-a requirement of the OSHA standard. If your facility is not equipped with an actual alarm system, delete the highlighted bullet point. If there is no actual alarm system in place you will have to use a paging system and/or word of mouth, or air horn as your alarm system.
  2. Also under the Emergency Alarm System and Emergency Services Notification heading-you are asked to describe the mechanism used in your facility to call outside emergency services. This duty could be assigned to a receptionist, shift supervisor, plant manager, Human Resources rep, etc. Even if your facility is equipped with a Central Station alarm system it is always an industry best practice to follow-up an automatic alarm with a phone call.
  3. Evacuation Locations: you must choose evacuation locations outside the building for fire and chemical release incidents and an inside location for weather related emergencies and document in Appendix B.
    - For the outdoor location choose one or several locations that are: well away from the building and hazardous areas such as chemical or fuel storage, out of the traffic flow patterns of responding emergency vehicles, if possible upwind considering prevailing winds, and within easy communication distance for the Emergency Coordinator to see or be able to reach all locations.
    - For the indoor location, choose one or several locations that are: away from exterior walls, do not have windows, are in the basement or interior of the building and if possible, have a substantial secondary roof.
    - Evacuation locations can be documented on a plot plan, drawing or can be listed in narrative form.
  4. Evacuation Maps are required by the OSHA standard. These maps can be hand or computer generated. They should be posted in the facility. Copy the maps and include in Appendix A.
    - Appoint Emergency Coordinators who will be responsible for coordinating activities through the initial phase of an emergency. There should always be a Coordinator on duty when there are people in the facility. The Coordinator must be calm, knowledgeable of the facility and able to make decisions. Very basic responsibilities are outlined in the procedure and you may want to add more.
    - Under Accounting for Personnel, this plan utilizes employee rosters to complete the head count function. OSHA requires that the method of accountability be included in the plan. If you use a different system (e.g. card access attendance list) change the written program. It

can be very helpful to have copies of employee lists by department available for supervisors or others charged with the head count duty.

- Often local police and fire agencies can assist with emergency preparedness; do not hesitate to ask for assistance
- After implementing this training it is worth conducting a drill. The initial drill can be announced and be a simple walk through. Often, problems are not evident until an actual drill is conducted.
- Consider providing some additional training for supervisors and others with special emergency response duties so that everyone is aware of their responsibilities under the plan.
- Some tools that can simplify emergency activities are:

High visibility traffic vests to be worn by employees assigned to meet emergency responders

- A high visibility traffic vest to be worn by the Emergency Coordinator
  - A bull horn and/or portable two way radios to facilitate communication
  - Flashlights to assist with after dark emergencies and power outages
- If you maintain emergency response equipment, designate a special storage area that is accessible and away from high hazard areas

### **Introduction for Training**

- Begin by stressing the overall importance of safety in your facility.
- Instruct students that in the event of an emergency, heroes are not wanted; people who follow procedures are!
- As a ground breaker you can ask an employee who has been involved in an emergency, what they experienced.

### **General Guidelines**

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Teach preparation for, not fear of emergencies
- Physically show the employee the Evacuation Locations that s/he must know

### **Student Exercise**

1. Ask the student to explain how s/he would react to the various types of emergencies.

### **Quiz Answers**

- |                             |                             |
|-----------------------------|-----------------------------|
| 1) A                        | 6) B                        |
| 2) B                        | 7) (Fill in correct answer) |
| 3) A                        | 8) B                        |
| 4) B                        | 9) A                        |
| 5) (Fill in correct answer) | 10)B                        |

## EMERGENCY ACTION PLAN QUIZ

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

**Please complete each of the following statements with the best answer:**

1. We take the fear out of emergency situations by:
  - a. \_\_\_ By following our training
  - b. \_\_\_ Running very fast to get away
  
2. During an emergency our facility needs:
  - a. \_\_\_ Heroes
  - b. \_\_\_ People who follow their training
  
3. One method of emergency communication is word of mouth:
  - a. \_\_\_ True
  - b. \_\_\_ False
  
4. If you discover a fire, your **first** action should be:
  - a. \_\_\_ To use a fire extinguisher
  - b. \_\_\_ Alert others at risk
  
5. Your fire Evacuation Location is \_\_\_\_\_.
  
6. If a medical emergency occurs close to you one very important action to take is:
  - a. \_\_\_ Perform CPR
  - b. \_\_\_ Avoid all contact with blood and other bodily fluid
  
7. Your severe weather Evacuation Location is \_\_\_\_\_.
  
8. Two methods of detecting a chemical spill or release are to visually see a chemical out of its' container and:
  - a. \_\_\_ Perform advanced lab tests
  - b. \_\_\_ Smell an unusual chemical odor
  
9. If a power failure occurs you should stay away from machines because equipment could restart unexpectedly:
  - a. \_\_\_ True
  - b. \_\_\_ False
  
10. If you become aware of another employee committing a violent act or threat, you should:
  - a. \_\_\_ Cut her/him some slack (they might be having a bad day)
  - b. \_\_\_ Immediately report the concern to a manager

## Trouves St Ann's's Safety Training Log

Brought to you by Bell-Anderson Agency Inc

<b>SUBJECT: Emergency Action Plan</b>	<b>DATE:</b>	<b>INSTRUCTOR:</b>	<b>LOCATION:</b>
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The employees listed below have satisfactorily participated in and completed all requirements of the above training.

<b>NAME (Print)</b>	<b>DEPARTMENT</b>	<b>NAME (Signature)</b>	<b>DATE</b>

NAME (Print)	DEPARTMENT	NAME (Signature)	DATE