

# EMERGENCY ACTION PLAN

---

TEMPLATE

# EMERGENCY ACTION PLAN

---

*for*  
Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

DATE PREPARED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

---

## **DESIGNATED RESPONSIBLE OFFICIAL** (Highest Ranking Manager at

\_\_\_\_\_ site, such as \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_):

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ )

## **EMERGENCY COORDINATOR:**

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ )

## **AREA/FLOOR MONITORS** (*If applicable*):

Area/Floor: \_\_\_\_\_ Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ )

Area/Floor: \_\_\_\_\_ Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ )

## **ASSISTANTS TO PHYSICALLY CHALLENGED** (*If applicable*):

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ )

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ )

**DATE PREPARED:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# EVACUATION ROUTES

---

- » Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations' location
    - a. Assembly points
  
- » **Site personnel should know at least two evacuation routes.**

# EMERGENCY PHONE NUMBERS

---

**FIRE DEPARTMENT:** \_\_\_\_\_

**PARAMEDICS:** \_\_\_\_\_

**AMBULANCE:** \_\_\_\_\_

**POLICE:** \_\_\_\_\_

**FEDERAL PROTECTIVE SERVICE:** \_\_\_\_\_

**SECURITY** (*If applicable*): \_\_\_\_\_

**BUILDING MANAGER** (*If applicable*): \_\_\_\_\_

# UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: \_\_\_\_\_

WATER: \_\_\_\_\_

GAS (*If applicable*): \_\_\_\_\_

TELEPHONE COMPANY: \_\_\_\_\_

DATE PREPARED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# EMERGENCY REPORTING AND EVACUATION PROCEDURES

---

## TYPES OF EMERGENCIES TO BE REPORTED BY SITE PERSONNEL ARE:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (*specify*) \_\_\_\_\_  
(e.g., *terrorist attack/hostage taking*)

# MEDICAL EMERGENCY

---

» Call medical emergency phone number (*check applicable*):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),  
and
- c. Your name and phone number from which you are calling.

» Do not move victim unless absolutely necessary.

» Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

» If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.

» In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

DATE PREPARED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# FIRE EMERGENCY

---

» ***When fire is discovered:***

- Activate the nearest fire alarm (*if installed*)
- Notify the local Fire Department by calling.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (*check applicable*):

**Voice Communication**       **Phone Paging**       **Radio**       **Other** (*specify*)

» ***Fight the fire ONLY if:***

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

» ***Upon being notified about the fire emergency, occupants must:***

- Leave the building using the designated escape routes.
- Assemble in the designated area (*specify location*):
- Remain outside until the competent authority (*Designated Official or designee*) announces that it is safe to reenter.

» ***Designated Official, Emergency Coordinator or supervisors must (underline one):***

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

» ***Area/Floor Monitors must:***

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

» ***Assistants to Physically Challenged should:***

- Assist all physically challenged employees in emergency evacuation.

**DATE PREPARED:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# EXTENDED POWER LOSS

---

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

## **UPON RESTORATION OF HEAT AND POWER:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat.

**DATE PREPARED:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# CHEMICAL SPILL

---

## THE FOLLOWING ARE THE LOCATIONS OF:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE):

MSDS: \_\_\_\_\_

### » *When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Evacuate building as necessary

### » *When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

DATE PREPARED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# STRUCTURE CLIMBING / DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

NO.	STRUCTURE TYPE	LOCATION (address, if applicable)	EMERGENCY RESPONSE ORGANIZATION* (if available within 30-minute response time)

## EMERGENCY RESPONSE ORGANIZATION(S):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Attach Emergency Response Agreement if available.)

\* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue

# TELEPHONE BOMB THREAT CHECKLIST

**INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.**

Your Name: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Caller's Identity Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ Approximate Age: \_\_\_\_\_

Origin of Call: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

**VOICE CHARACTERISTICS**

Loud                     Soft  
 High Pitch           Deep  
 Raspy                   Pleasant  
 Intoxicated          \_\_\_\_\_  
    Other

**ACCENT**

Local                     Not Local  
 Foreign                 Region  
 Race

**SPEECH**

Fast                     Slow  
 Distinct               Distorted  
 Stutter                 Nasal  
 Slurred                \_\_\_\_\_  
    Other

**MANNER**

Calm                     Angry  
 Rational               Irrational  
 Coherent              Incoherent  
 Deliberate           Emotional  
 Righteous             Laughing

**LANGUAGE**

Excellent               Good  
 Fair                     Poor  
 Foul                    \_\_\_\_\_  
    Other

**BACKGROUND NOISES**

Factory                 Trains  
 Machines               Animals  
 Music                    Quiet  
 Office                   Voices  
 Machines               Airplanes  
 Street                   Party  
 Traffic                   Atmosphere

**BOMB FACTS: PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:**

- » When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_
- » Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_
- » What kind of bomb? \_\_\_\_\_
- » What kind of package? \_\_\_\_\_
- » How do you know so much about the bomb? \_\_\_\_\_
- » What is your name and address? \_\_\_\_\_
- » If building is occupied, inform caller that detonation could cause injury or death.
- » Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.
- » Call Security at \_\_\_\_\_ and relay information about call.
- » Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.
- » Notify your supervisor immediately.

# SEVERE WEATHER AND NATURAL DISASTERS

---

## » *Tornado:*

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

## » *Earthquake:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

## » *Flood:*

### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

## » *Hurricane:*

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

### *Once a hurricane watch has been issued:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

*Continued on next page.*

# SEVERE WEATHER AND NATURAL DISASTERS

---

*Continued from previous page.*

## » **Hurricane (continued):**

*Once a hurricane warning has been issued:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

*During a hurricane:*

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

## » **Blizzard:**

*If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

# CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

## ASSIGNMENTS:

WORK AREA:	NAME:	JOB TITLE:	DESCRIPTION OF ASSIGNMENT:

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate \_\_\_\_\_ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the \_\_\_\_\_ Manual.

## THE FOLLOWING OFFICES SHOULD BE CONTACTED:

Name/Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name/Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name/Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_



# TRAINING

---

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

**FACILITY:**

NAME:	TITLE:	RESPONSIBILITY:	DATE: