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Emergency Action Plan & Fire Prevention ProgramCompWest-brandstripe.wmf

[ Company Name Here ]

Sample Emergency Action Plan

This document has been designed to conform with the following Cal/OSHA requirements:

California Code of Regulations Title 8 Section 3220 - Emergency Action Plan

California Code of Regulations Title 8 Sections 3221 – Fire Prevention Plan

**(COMPANY NAME)** has developed an Emergency Action Plan (EAP) to define employer, supervisor and employee responsibilities and facilitate timely response in a workplace emergency. Understanding the EAP procedures and preparing for various emergencies will eliminate exposures to potential injuries, property damage and confusion during a crisis. All employees will be trained on the company EAP with specific details about our operations. Employees are expected to abide by the Company established procedures. The goal of our EAP is to provide our employees with a clear plan of action in the event of an emergency.

Our emergency action plan administrator is **[Name and Job Title]**. (Required)

**[Name]** is responsible for overseeing our emergency action plan and ensuring that employees receive vital information regarding safe work practices.

**List designated Supervisors, Emergency Coordinators and/or Floor Wardens (Wardens are for multiple story buildings if applicable):**

Name and phone number

**List CPR/First-Aid/AED Trained staff: (If Applicable)**

Name, phone number and date certification expires

**Supervisor Responsibilities:**

Supervisors are responsible for the safety and well being of their employees. This includes:

* Collecting emergency contact information of employees at time of hire
* Training new hire employees on Company emergency protocols
* Assisting employees in exiting, in orderly fashion, from their work area
* Escorting visitors and contractors out of the building
* Special considerations will be given to those who may have disabilities or limitations that could impair their ability to self-evacuate
* Shutting down critical operations, processes and equipment, if time permits
* Taking attendance at the designated emergency evacuation area
* Submitting a list of any unaccounted employees to emergency personnel
* Supervisors should stay with employees until it is determined that building is safe to re- enter by emergency personnel or direction has been given by Administrator

**Employee Responsibilities:**

* Be familiar with information contained within this training document
* Provide emergency contact information to management
* Know the primary and secondary exit routes of the building
* Know the location of emergency evacuation meet up location
* Immediately report any emergencies and/or potential emergency situations
* Escort visitors and sub contractors out of the building
* Exit the building immediately upon fire alarm or other identified threat
* Report to designated emergency evacuation meet up location
* Report to supervisor before leaving work place premises
* Do not reenter building until permission from supervisor or emergency coordinators

**Emergency Coordinators:**

* Know the locations and have an understanding of the operation of building emergency alarm systems, sprinklers, hoses and fire extinguishers
* Communicate with the EAP Program Administrator, other coordinators, supervisors, employees and emergency responders
* Coordinate orderly evacuation and/or determine shelter in place
* Inventory, maintain and take emergency supplies and contact information to designated meeting location
* Assist in head count efforts of employees, visitors and contractors
* Make necessary assessments to determine building, weather and other conditions
* Review the Emergency Action Plan (EAP) annually and revise as necessary
* Coordinate training and communication

**Emergency Reporting Procedures**

* It is everybody’s responsibility to report emergency situations
* The first person to discover an occurring emergency or potential emergency situation must immediately report the emergency.
* The first step in reporting an emergency is to call your local fire department or 911
* Use a land line if possible **(calling 911 from a cell phone will route you to the CHP and delay response time)**
* If calling from a cell phone refer locally provided numbers **(employer should look this number up ahead of time)**
* Emergency phone numbers are posted in communal areas.
* The reporting person must also notify management and alert other staff members so that further steps such as evacuation, moving to safe areas, using an extinguisher, etc. may be taken.

**Medical Emergency**

Employees must follow the procedure below during a medical emergency.

* Call [911; or the appropriate medical emergency phone number for facilities with in-house emergency responders]
* Provide the following information:

Nature of the medical emergency

Location of the emergency (e.g., address, building, and/or room number)

Your name and phone number where you may be reached

* Do not move the victim unless absolutely necessary.
* The following personnel have volunteered to train in cardiopulmonary resuscitation (CPR) and first aid. They may provide assistance before the arrival of the professional medical help:

Name: Phone:

Name: Phone:

**General Evacuation Procedures**

* Maps are posted throughout the operations that detail evacuation routes and meeting location
* If an evacuation is warranted, the alarm or alert will be initiated by the first person to observe the emergency
* Upon notification of an evacuation, all employees are required to immediately follow the outlined evacuation and emergency guidelines
* Always take the stairs; never get into an elevator during an emergency exit

**Fire and Explosions**

* Go to nearest phone and call 911 or the local number
* If calling from a cell phone dial local Fire Department directly:
* If the fire is small and only if you have been trained to use a fire extinguisher, attempt to extinguish the fire
* All employees must immediately exit the building using the nearest exit
* Assist any hearing impaired and disabled employees out of the building
* Check bathrooms and office doors, collecting people on your way and shutting doors behind you, as you exit the building
* Closing doors will slow the spread of fire and signal to the emergency responders that the room is empty
* Remember that smoke rises and cleaner air will be lower to the ground. If necessary, crawl on the ground to avoid breathing contaminated air. If necessary, cover your mouth and nose with clothing or wet cloth to help act as a filter.
* If you encounter closed doors along your exit route, check the door handle and panel for high heat temperature with the back of your hand before opening
* Immediately report to designated meet up area for roll call
* Once you leave the building do not re-enter the building under any circumstances until it has been determined and communicated that is safe to enter

**Major Fire Hazards, Potential Ignition Sources, Controls, and Fire Control Equipment**

* Table **[*number*]** contains a list of the major workplace fire hazards and potential ignition sources at the facility, their proper handling/storage and control procedures, and the fire protection equipment or systems used to prevent, control, or extinguish fires.

**Table [*number*]—Fire Hazards, Sources, and Fire Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fuel Source Hazard** | **Ignition Source Hazard** | **Handling/Storage/** **Control Procedure** | **Fire Protection System/Equipment** |
| **[*Specific fire or fuel source hazard, e.g., oily rags, office trash, combustible wastes*]** | **[Specific ignition source, e.g., smoking, electrical equipment, hot work (welding, etc.), flame-producing equipment]** | **[Specific control procedure, e.g., hot work permit, ventilation, closed containers, chemical segregation]** | **[Specific system or equipment, e.g., sprinklers, fire extinguishers (types)]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Housekeeping**

* Flammable and combustible materials and residues will be controlled so that they do not cause or contribute to a fire emergency. See Table **[*number*]** for a list of fuel source hazards and fire prevention measures.

[*Insert a detailed description for each of the handling/storage/control procedures outlined in the Fire Hazards, Sources, and Fire Control table procedures for controlling the accumulation of flammable and combustible materials, e.g., chemical segregation during storage, contaminated rags in closed containers*.]

* ***Gasoline.***Gasoline will be stored in OSHA-approved safety cans of not more than 5-gallon capacity with a spring-closed lid and spout cover and designed to safely relieve internal pressure under fire exposure. The gasoline storage area will be posted on the outside with a sign labeled “Flammable—Keep Fire Away.” The area must be [distance] from another building and have a fire resistance rating of at least **[duration]**.

**Maintenance of Ignition Sources**

Equipment and systems installed on heat- or ignition-producing equipment and processes will be maintained to prevent the accidental ignition of flammable and combustible materials. See Table **[*number*]** for a list of ignition-source hazards and fire prevention measures.

[*Insert a detailed description for each of the handling/storage/control procedures outlined in the Fire Hazards, Sources, and Fire Control table procedures for heat- or ignition-producing equipment and processes*.]

*Extension cords.* Electric extension cords will be inspected before each use and kept in good condition. Employees will not yank cords from electrical outlets. Tools and equipment that require grounding will be of the three-wire grounded-connection type. Never use extension cords to replace permanent wiring. If an extension cord is used for temporary wiring, it must be listed by Underwriters Laboratories or another recognized testing laboratory. Avoid kinking or excessive bending of the cord; broken strands may pierce the insulated covering and become a shock or short-circuit hazard.

**Maintenance of Fire Prevention and Suppression Systems and Equipment**

Fire prevention and suppression systems and equipment will be inspected and maintained (***frequency*]** by a designated contractor under the supervision of **[*name, job title, or department*]**.

Earthquakes

The initial response to Earthquakes is to panic and run. We must remain calm and respond the exact opposite of the fire evacuation plan initially. Most people get injured by flying objects while trying to escape the building during the initial shake. Should an earthquake occur while you are at the workplace, find an immediate nearby space to shelter in place and take cover until further direction has been communicated.

Evaluate your workplace ahead of time and know where you are going to take shelter at any given place in the building before an earthquake occurs

* Getting under a desk, table or standing up against an interior wall is ideal
* Stay away from windows, exterior walls, mirrors, hanging objects, shelving and unsecured furniture
* Cover and protect your head from falling objects
* Tuck your head and use your arms to protect your head from falling or flying objects
* As a reminder, do not attempt to escape a building until the shaking has stopped
  + After shocks are common and the building may start to move again
  + Falling objects pose great danger and nobody should attempt to leave a building during an earthquake
  + Unsecured objects are moving during the quake and this is the most dangerous time to exit
* If you are in an outdoor area, quickly move to open space
* Stay from trees, power lines, bridges, overhead roadways and water sources

**After an Earthquake:**

* Be prepared for aftershocks
* Supervisors and Emergency Responders will determine if it is safe to leave the building
* Search and call for others on your way out to determine if anyone is trapped
* Report to the company designated emergency meet up location for roll call
* Under no circumstances should anyone re-enter the building until it is determined safe by authorized personnel
* Stay calm and lend a hand to others

**Supervisors and Emergency Responders should:**

* Inspect for gas and water leaks, broken electrical wiring or sewage lines
* If there is damage, turn the utility off at the source and immediately report gas leaks to your utility company
* Inspect the area for downed power lines and warn others to stay away
* Inspect the building for cracks and damage, including the roof, chimneys and foundation
* Turn on a portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and follow instructions
* Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles

**Before An Earthquake**

* Prepare a personal emergency kit with food, water, and supplies at your home, for your car and for your workplace. Have enough food, water, supplies, medication, cash, etc… on hand to last 72 hours.
* Conduct practice drills at your workplace and with your family
* Decide how and where your family will reunite if separated and communication is lost during a quake
* Know the safe locations at your work and home
* Choose an out-of-state friend or relative who can be contacted after the quake to report your

where abouts and conditions. Local communication lines will be down and out of State coordination may become necessary to reach individuals.

* Learn first aid and CPR
* Learn how to shut off gas, water, and electricity in case the lines are damaged
* Do not attempt to relight the gas pilot. Call the utility company.
* Secure your water heater and major appliances as well as tall, heavy furniture, hanging plants, mirrors and picture frames—especially those over beds
* Keep breakables, heavy objects, flammable or hazardous liquids such as, paints, pest sprays and cleaning products, in secured cabinets or on lower shelves.

Workplace Violence

Violence or perceived threats of violence in the workplace will not be tolerated at our Company or by our by management. Any employee who witnesses an act of violence, threat of violence, is concerned about their own or the safety of fellow co-workers must immediately report the incident to any member of management.

If immediate action is necessary, the manager will:

* Alert other members of management
* Contract Police, Fire Department or 911
* Assess the situation and advice personnel most at risk
* Determine if shelter or evacuation of employees if necessary
* Investigate and document the incident
* Determine plan of action and future correction methods

Power Outages

* Stop what you are doing if the power outage lasts more than a few seconds
* Employees should wait for their eyes to adjust if located in an area that has no natural illumination/lighting or if have trouble seeing
* If possible try not move around in dark areas
* Supervisor and Emergency Responders should locate circuit breakers and shut down equipment that will automatically restart
* Turn off any power tools and power actuated equipment at the source as it might “spring” back into action once power is restored and cause injury or damage to the equipment
* If power outage is due to bad weather and power will not be restored immediately, proceed to a pre-designated safe area and await further instructions

Addendum - Emergency Action Plan

**Exit Routes - Basic Requirements**

* Must be permanent
* Must be enough exits in the proper arrangement for quick escape
* Must be separated by fire-resistant materials
* Exit routes must be free of obstructions
* Exit routes must be free of explosive or highly flammable materials
* Exit routes must be arranged so that employees do not travel toward a high hazard area, unless it is effectively shielded
* Exits must be in proper working order at all times
* Exits must be well illuminated

**Exit Doors**

* Each exit door must lead directly outside or to a street, walkway, refuge area, public way or open space
* Each exit must have access to the outside that is large enough to accommodate all building occupants likely to use the exit route
* Exit stairs that continue beyond the level on which the exit is located must be interrupted on that level by doors, partitions or other effective means that clearly indicate the direction of travel to the exit
* Exit doors must be unlocked
* Doors must swing in the direction of exit travel
* Doors must be able to open from the inside at all times without keys, tools, or special knowledge
* Devices such as a panic bar that locks only from the outside is permitted
* Doors must be free of any device or alarm that could restrict emergency use if the device or alarm fails

**Exit Marking**

* Each exit must be clearly marked with an “Exit” sign
* Each exit route door must be free of decorations or signs that obscure the visibility of the door
* If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating direction to the nearest exit
* The line-of-sight to an exit sign must clearly be visible
* Each doorway or passage along an exit access that could be mistaken for an exit must be marked “Not an Exit” or be identified by a sign indicating its actual use

**Shelter in Place**

* Go or stay inside the building
* Do not use elevators
* Shut and lock all windows and doors
* Turn off the heat, air conditioning or ventilation system
* Quickly locate supplies needed (e.g., food, water, radio, etc.)
* If possible, go to a room where there are no windows
* If possible, monitor for additional information
* When the “all clear” is announced, open windows and doors; turn on heating, air conditioning or ventilation system; and go outside and wait until the building has been vented

**Employee Headcount Procedures**

* A daily staff work schedule of all employees should be maintained
* All employees must report to pre-determined rally points
* Each supervisor is responsible for communicating pre-determined rally points for all assigned employees

**Critical Facility Operations**

* Maintain a list of critical operation and shut down procedures and protocols
* List employee name and title responsibility for critical operations
* As soon as the shutdown is completed, the employees who performed critical facility operations must take the nearest exit route in accordance with general emergency procedures

**Emergency Preparedness online resources:**

<http://www.sf72.org/home>

<http://www.redcross.org/>

<https://emergency.cdc.gov/preparedness/>

<https://www.osha.gov/SLTC/emergencypreparedness/>

<https://www.dhs.gov/human-resources-or-security-professional>

Emergency Contact Form

|  |  |
| --- | --- |
| Employee Name: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Alternative email: |  |
| Home address: |  |
| Primary emergency contact name and relationship: |  |
| Phone/Cell: |  |
| Email: |  |
| Secondary emergency contact name and relationship: |  |
| Phone/Cell: |  |
| Email: |  |
| Provide any personal information including known allergies, medical conditions or medications you want medical providers to be aware of: | (Voluntary) |
| Name of your primary care physician: | (Voluntary) |

Personal Earthquake Supplies

|  |  |  |  |
| --- | --- | --- | --- |
|  | Water – 1 gallon per person per day |  | Radio – battery or crank operated |
|  | Manual can opener |  | Warm clothes and sturdy shoes |
|  | First aid kit |  | Blankets or sleeping bags |
|  | Non perishable food items – enough to last at least 3 days |  | Toiletries |
|  | Flash lights and extra batteries |  | Medications |
|  | Fire extinguisher |  | Cash |
|  | Tools |  | Copies of personal documents |
|  | Cell phone charger – battery operated, solar or car charger |  | Pet food and needs |