EMERGENCY ACTION PLAN

PURPOSE

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential emergency. An emergency may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

GENERAL

Emergency preparedness and response planning is an important factor in ensuring employee safety, protecting the environment, public safety and company assets. Therefore, operations do not require any personnel to continue operating critical equipment during an emergency evacuation. Following an emergency evacuation, no employee is permitted to re-enter the building until authorized.

A written copy of the Emergency Action Plan shall be kept in the workplace and available to employees for review.

EMPLOYEE TRAINING

The Safety Manager has overall responsibility of designating and training employees to assist in a safe and orderly evacuation as well as implementing this plan and updating as needed. Additionally, the Safety Manager will assist any employee who may need more information about the plan or an explanation of their duties under the plan. All employees shall be trained in the following areas:

The Alarm System
Preferred means of reporting fires and other emergencies,
Emergency escape procedures and route assignments,
Procedures to account for all employees after emergency evacuation has been completed,
Rescue and medical duties for those employees who perform them, and
Muster Area

Refresher training is required; (1) When the plan is developed or the employee is assigned initially to a job, (2) When the employee's responsibilities under the plan change, or (3) When the plan is changed.

ALERTING BUILDING OCCUPANTS

In case of a fire, call the local Fire Department at 911. In addition, the smoke alarms will alert building occupants of the need for evacuation. Any pertinent fire or rescue information should be conveyed to the Fire Department.

Persons discovering a fire, smoky condition or any other emergency shall activate the fire alarm system and make a verbal and/or PA announcement immediately.

EVACUATION PROCEDURES

When the fire alarm sounds or a verbal announcement is made, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment, close doors and exit the building.

All occupants should proceed to their Designated Muster Area via their primary or alternate exits and await further instructions from their Safety Monitor.

REMEMBER R.A.C.E.

Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself.
Alarm: Sound the alarm by pulling a fire box and call 911 from a safe distance.
Confine: Close all doors, windows and other openings.
Evacuate: Evacuate the building.

DESIGNATED MEETING AREA

When an alarm sounds or a verbal announcement is made, all occupants will proceed to the nearest exit and gather at the designated “Muster Area” which is pictured on the facilities emergency evacuation maps throughout the facility. The “Muster Area” is designated to be the safe meeting point for all personnel. Once the evacuation has been completed, the Safety Monitor shall a conduct head count. The “Receptionist” will have the responsibility of bringing the “Sign-In Roster” to the Muster Area to account for all employees and visitors after the evacuation.

RESCUE & MEDICAL DUTIES

- Do not move injured personnel.
- Always keep injured personnel lying down, covered and warm.
- Emergency Medical Technicians (EMT) will conduct all rescue and medical duties.