Emergency Action Plan

Our emergency action plan is designed to minimize potential injury or physical damage in the event of a catastrophic event. The following types of incidents will trigger this plan:

**[List potential emergencies at your worksite — e.g., fires, floods, chemical spills, explosions]**

This plan will be reviewed at least [annually] or when responsibilities or hazards change.

PROCEDURES:

(A) NOTIFICATION

**[List alarms, bells, public address system. Explain what each means.]**

(B) CHAIN OF COMMAND

The first Emergency Response Commander on the scene will be the **[Safety Manager]**. The backup commander/coordinator is the **[Maintenance Manager]**. The Emergency Response Commander will assess the situation in consultation with the **[Maintenance Supervisor, Engineering Department]**.

**[List here off-duty phone numbers for key personnel.]**

If warranted, the Commander will then notify the appropriate outside emergency responders:

**[List telephone numbers of police, fire department, and emergency medical services.]**

While waiting for the arrival of specific responders, the Commander will assign duties to the following special safety teams as needed: first-aid team, lockout/tagout team, fire protection monitor team, and the process safety team. These teams together make up the emergency response team. When the outside agency arrives, the Commander will turn the operation over to the head of that department while remaining as an advisor.

The Incident Command Center will be located at **[ ]**.

Telephones, first-aid equipment, emergency manuals, facility diagrams, etc., will be located there.

Notification of the family of injured personnel will be handled by the **[Human Resources Manager].**

The responsibility for handling the media will be assumed by **the Public Relations Manager]**.

(C) OPERATION SHUTDOWN

The lockout/tagout team will be assigned the responsibility of shutting down machinery or processes as directed by the Emergency Response Commander in consultation with the **[Maintenance Manager]**. The following procedures should be followed:

• Written instructions for emergency shutdown of each machine and process will be maintained by the **[Maintenance Department]**.

• The lockout/tagout team will shut down machinery and processes in each department according to the predetermined sequence.

• The team will then notify the **[Maintenance Manager]** when the shutdown is completed and will leave the premises promptly by the assigned exit route.

• The **[Maintenance Manager]** will then shut down all power to the facility by the main switches and will turn on the emergency lighting before exiting.

(D) EVACUATION

The Emergency Response Coordinator will make an announcement to evacuate over the public address system, emergency announcement system, or through alarm signals. Primary and secondary routes and exits are indicated on the attached maps and floor diagrams.

**[Insert maps here]**.

Copies of these maps are posted prominently throughout the facility.

Evacuation procedures are as follows:

• When told to evacuate or when the alarm sounds, employees will shut off their equipment and walk to the exit designated for their department. Fire protection monitors will expedite the evacuation process. The employees will then gather outside at a predetermined location away from the building and emergency vehicle traffic.

**[Insert list of exits and outside assembly areas for each department.]**

• Departmental supervisors and the fire protection monitors will make sure that all employees in their areas have left. They will help any employees that need assistance.

• The supervisors and fire protection monitors will then go to the assembly areas outside   
and conduct a head count to make sure that all employees under their jurisdiction are accounted for.

(E) EMERGENCY RESPONSE TRAINING AND DRILLS

We will hold an annual emergency response drill involving all employees at the facility. The **[Safety Manager]** will plan and coordinate this event. The drill allows the **[Safety Manager]** to assess the following:

• Whether the communication and alarm systems are working effectively;

• Whether all mechanical, hydraulic, and electrical systems are shut down appropriately;

• How quickly all personnel can be evacuated safely; *and*

• Any additional training needed for the emergency response team.

The **[Safety Manager]** will prepare an annual report detailing the drill and any weaknesses found and corrections or training needed.

The emergency response team (which is made up of the first-aid team, lockout/tagout team, fire protection monitor team, and the process safety team) will receive initial training and annual refresher courses on emergency response procedures, as coordinated and/or provided by the **[Safety Manager**].

Training includes the following topics:

• The types of emergencies our company may experience

• Location and use of fire extinguishers

• Correct procedure for cleanup of chemical spills

• Shutdown of all machinery and processes

• Evacuation procedures

• Use of personal protective equipment (PPE)

• First aid during an emergency evacuation

• How to communicate during the emergency

CHECKLIST

( ) A chain of command is clearly established to minimize confusion.

( ) A method of communication, such as an alarm system, is established   
to alert employees to evacuate or take other precautions.

( ) Emergency escape procedures and escape route assignments, including   
floor plans and maps, are established.

( ) Procedures are established to be followed by employees who remain to   
perform (or shut down) critical plant operations before they evacuate.

( ) Procedures are in place to account for all employees after emergency   
evacuation has been completed.

( ) Procedures are established for rescue and medical duties for those employees   
who are trained and assigned to perform them.

( ) The preferred means for reporting fires and other emergencies is indicated.

( ) Contacts for further information or explanation of duties under the plan are listed.

( ) A schedule is included for regular practice drills, updates, and training and reviews,   
with copies of the plan kept in convenient locations.