Evolution Maintenance, Inc

Emergency Action Plan Program

Effective Date:
Revision #:

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.

This policy is merely a guideline. It is not meant to be exhaustive nor be construed as legal advice. It does not address all potential compliance issues with federal, state, local OSHA or any other regulatory agency standards. Consult your licensed Commercial Property and Casualty representative at Barton Insurance Group LLC or legal counsel to address possible compliance requirements. Design © 2008-2010 Zywave, Inc.

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 Vender 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:
    - advise personnel most at risk to take shelter behind closed doors or to evacuate to other areas of the facility
    - contact emergency services or delegate another person to do so
    - 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:
    - issue a situation report
    - keep in contact to provide needed information
    - 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:

Revision Number	Section	Revised By	Description
0	NA	NA	Original document.

Evacuation Maps

Evacuation Locations