

Emergency Action Plan

EMERGENCY ACTION PLAN

for

Facility Name: _____

Facility Address: _____

Directions to facility: _____

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Name: _____ Phone: _____

EMERGENCY COORDINATOR:

Name: _____ Phone: _____

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: _____

Date:

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT:

PARAMEDICS:

AMBULANCE:

POLICE:

SECURITY: Passcode:

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company and phone number)

ELECTRIC:

WATER:

TELEPHONE COMPANY:

Date:

TRAINING

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

Facility:

Name

Responsibility

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area and are an exhibit to this document on the following page. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers (8).
 4. AED's
 5. Shelter Areas (Green X's)

- Site personnel should know at least two (2) evacuation routes.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- AED POLICY AND RESPONSE PLAN
- FIRE
- SEVERE WEATHER
- BOMB THREAT / THREAT OF ATTACK
- EXTENDED POWER LOSS
- ANY ADDITIONAL EVENT NOT LISTED DEEMED TO BE AN EMERGENCY

AED POLICY AND RESPONSE PLAN

Location and Storage of AED

The AED(s) will be located in the lobby and in the athletics conference room. The AEDs will be stored in unlocked cabinets in locations easily accessible during all hours that the building is open. These cabinets will have the AED symbol prominent on them

Associated Equipment

One set of pads will be connected to the AED at all times (if possible) and a spare set of pads will be kept in the AED case. One rescue kit will also be stored with each AED.

This kit will contain latex-free gloves, a razor, one set of trauma shears, a washcloth or small towel, and a pocket facemask or other barrier device.

Authorization to Use AEDs

Authorized staff will be those who have current certification in CPR and the use of AEDs from a recognized training agency. Additionally, trained and certified members of the general public are authorized to use the AED in cardiac emergencies. All trained and certified persons present in the building when a cardiac emergency occurs will constitute the emergency response team (ERT).

Procedure

In the event of an unresponsive individual on the grounds of or in any of the buildings of _____, the paramedics are to be notified at _____.

The following personnel are responsible for these tasks:

1. Get the AED –
2. Alert Emergency Services by calling 911 –
3. Start CPR if necessary –
4. Directing ambulances and other emergency vehicles –
5. Crowd Control –

Monthly System Check

Once each calendar month, _____ shall conduct and document a system check. These records shall be retained on the tags attached to each AED. This check shall include review of the following elements:

- ♣ Emergency kit supplies
- ♣ AED battery life
- ♣ AED operation and status
- ♣ Pad expiration date

Periodic Drills

Drills will be held periodically to help rescuers practice and retain their skills. These drills will generally be conducted with small teams of rescuers and they will be unannounced. The person conducting the drills will provide feedback and guidance as necessary.

FIRE EMERGENCY

When fire is discovered:

- 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
 - 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 office emergency closing procedures

Area 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:

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,
 - See map for designated rooms
 - 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, designated official(s) or supervisor.
- 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, designated official(s) or supervisor.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator, designated official(s) or supervisor.
- 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 an announcement from _____.
- 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.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by Emergency Personnel.
- 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.
 - See map for designated rooms

Blizzard: (Also applies when on TDE)

If indoors:

- Stay calm and await instructions from the _____.
- 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.

THREAT OF BOMB/ATTACK CHECKLIST

Press "RECORD" on your phone to record call

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 Number _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated _____ <div style="text-align: center;">Other</div>	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred _____ Other	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul _____ <div style="text-align: center;">Other</div>
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Region <input type="checkbox"/> Race	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Quiet <input type="checkbox"/> Office <input type="checkbox"/> Voices <input type="checkbox"/> Machines <input type="checkbox"/> Airplanes <input type="checkbox"/> Street <input type="checkbox"/> Party <input type="checkbox"/> Traffic <input type="checkbox"/> Atmosphere

BOMB FACTS

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

When will attack happen? Certain Hour _____ Time Remaining _____
 Where is it located? Building _____ Area _____
 What kind of bomb/attack? _____
 What kind of package? _____
 How do you know so much about the bomb/attack? _____
 What is your name and address? _____
 If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: While on the line, press the "record" button. Once the call is terminated, the recording will be send to your voicemail. Save message so it can be referenced later.

Call 911 and relay information about call.

Did the caller appear familiar with building (by his/her description of the bomb/attack 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.

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:

- Notify electric company
- 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.
- Empty out both freezers and refrigerators

Information Technology Systems – Power Recovery

1. Check backup battery status – Run Self-Test
2. Turn on servers and equipment (switches, firewall router, and the phone closet equipment - battery backup and switches)
3. Check time on servers and equipment (servers, firewall and phone system)
4. Check hard drives RAID ARRAYS on servers for errors. Check automated repairs in process

Information Technology Systems – Sever Power Preparation

1. Protect equipment from vulnerability points (windows/doors/floors)
2. Backup all essential systems
3. Check battery backups for automating server shutdowns
4. Change phone menu and forward necessary extensions