

[Logo Here]

## EMERGENCY ACTION PLAN

### Fire and Life Safety Plan

Fortunately, emergencies do not occur very often, but should an emergency occur, this plan will help us assist each other through such an emergency. The purpose of the plan is to establish a safe, orderly method of evacuating people away from the fire area and out of the building. There will be a coordinated effort between [INSERT ORGANIZATION NAME] employees, building tenants and the Fire Department, Police Department and/or other emergency response agencies.

The plan also gives practical instructions for other emergencies as well. Success of any emergency procedure is dependent on advance planning and training. With your cooperation, we should be able to minimize any panic and confusion and provide an organized response to an emergency.

[INSERT ORGANIZATION NAME] will hold periodic unannounced fire drills.

### Building Safety Features

[Insert information specific to the location. An example follows:

The building is fully sprinklered. The fire alarm (a loud, high pitched tone in three short blasts followed by a pause) and the flashing strobe lights (where applicable) are an indication that a manual pull station, smoke detector, or water flow switch has been activated in the building. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and react accordingly.

### Evacuation Assembly Area

[Insert information specific to the location. An example follows:

Our emergency evacuation meeting point is the Pacific Avenue sidewalk directly behind our building. Upon exiting the building via the safest and closest exit, proceed to the designated assembly area.

If you exit the front of the building, **DO NOT** walk down the alley next to the building or along the wall on the bus station side of the building. Walk down Front Street to the far side of the bus station and then over to Pacific Avenue.

Check in with your Evacuation Warden to be counted. Do not re-enter the building until the Emergency Team has declared that is safe to do so.]

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## Fire Emergency – Evacuation

An evacuation is the very deliberate, unhurried, progression of a group of people from an area of danger to a designated safe assembly area. In the event that evacuation or relocation is necessary, the designated Evacuation Warden will assist and direct exiting. When evacuating the building, proceed immediately to the Evacuation Assembly Area.

Any non-ambulatory and/or physically disabled people will need the assistance of a Disabled Aide.

- ♣ Everyone must be prepared to report the first signs of an emergency to the nearest manager. In case of fire, set off the nearest pull station and call 911. Do not assume someone else has or will report the fire.
- ♣ Maintain a calm, quiet, steady attitude.
- ♣ Use the portable fire extinguishers if possible, but do not take any risk. If the fire cannot be easily controlled – evacuate immediately.
- ♣ Before opening any interior door during a fire emergency, **touch the door to see if it is hot.** A fire on the other side will blast through (back draft) if the door is opened.
- ♣ Calmly leave immediately, single file, through the nearest and safest exit. When exiting from the second floor, proceed down the stairs, walking down the right side single file. Do not use the elevator.
- ♣ No running, rushing or excessive talking.
- ♣ Be sure to close the stairwell doors as you exit. If there is a fire, these doors will slow down the spread of fire.
- ♣ Do not prop open any doors. All doors with automatic closers should be allowed to close. They also function to keep the fire from spreading.
- ♣ If possible, do not use exit where the Fire Department is entering.
- ♣ If exit stairs become violated by heavy smoke:
  - Attempt to use another exit
  - If the other exit is not viable, attempt to return to an office near your workspace.
  - Defend in place. Obtain fire extinguisher, close door, block gaps under door where smoke may enter, open windows for ventilation.
- ♣ Return to building only upon instruction of [insert title of individual].

In any critical situation when exiting is unsafe or blocked, especially during a fire, you may find refuge in a restroom. Close all doors and seal off doorway threshold cracks and vents with wet paper towels and tissues.

In heavy smoke situations, clear air may be found by crawling on your hands and knees. Keep your face 12” from the floor.

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# EVACUATION TEAMS

Effective [insert date]

[Note: This area should be completed based on size/needs of organization.]

**Team One**

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**Team Two**

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**Team Three**

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**Team Four)**

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**Team Five**

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\* Primary for overall coordination; collecting head counts/missing personnel info from team leaders after evacuation

\*\* Responsible for securing [insert area]

\*\*\* Back-up for [insert name]

\*\*\*\* Responsible for securing [insert location]

\*\*\*\*\* Back-up for [insert name]

**Remote Employees:** included in department head count; warden advised when working remote.

**Off-Site Employees:** not included in department head count for evacuation; will sign-in with reception when they are in the office



[insert logo]

# Evacuation Wardens

## • Pre-Emergency •

Checklist current as of: [insert date]

An Evacuation Warden must be willing to perform the duties and responsibilities necessary, and their position is essential to the safety and care of [INSERT ORGANIZATION NAME] employees and visitors.

Deputy Evacuation Wardens will assume the duties of the Evacuation Warden in his/her absence and/or assist the Evacuation Warden as needed to fulfill duties.

- ρ Know the location of all fire and emergency related equipment on the floor or in the area or responsibility.
  - ρ Know the use of all fire and emergency related equipment on the floor or in the area of responsibility.
  - ρ Be completely familiar with the floor arrangement, the number of floor occupants, and the location of exits.
  - ρ Be fully aware of the exiting procedures of the building as they relate to your Evacuation Warden's area.
  - ρ Be completely familiar with the entire building and all exits in case an alternate exit needs to be used in case your assigned area or exit is damaged or on fire.
  - ρ Maintain an up-to-date list of all disabled persons in your area of responsibility.
  - ρ Maintain an up-to-date list of unusual break and lunch times and locations for those in your area of responsibility.
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[insert logo]

# Evacuation Wardens

• Fire Emergency •

Checklist current as of: [insert date]

- ρ Remain calm and maintain control of employees/visitors.
  - ρ Direct employees/visitors to exits, if alerted.
  - ρ Determine safe availability of exit staircases; if unsafe, use alternatives.
  - ρ In relocation or evacuation mode, control employees/visitors if directed not to move.
  - ρ Ensure that employees/visitors are not blocking emergency vehicles or emergency vehicles' access to the building.
  - ρ Be prepared to communicate vital information to the [insert title of individual], his/her designee, paramedics, Police or Fire Department.
  - ρ If relocated, communicate to [insert title of individual] or his/her designee your arrival at the designated area.
  - ρ Verify all occupants are out of the building.
  - ρ Take your Evacuation Warden envelope with you when you exit the building.
  - ρ Determine by taking role, any missing employees/visitors and relay to [insert title of individual] and/or other emergency authorities.
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## First Aid and Other Medical Emergencies

A designated team of emergency responders are available for emergency assistance. Report the emergency immediately by phone to the [insert title of individual and phone extension], who will summon the Medical Emergency Response team to the scene. Provide the following information:

- ♣ Your name and extension number
- ♣ Specific location of the incident
- ♣ Nature of the emergency
- ♣ The hazards and/or areas involved or the number of victims involved
- ♣ Remain on the line until all needed information has been requested from you

In Medical Emergencies, [insert title of individual] will identify an individual to secure the outside doors/elevator for arriving paramedics and an individual to meet them at the door and bring them to the location of the emergency.

### 1. Medical situations which are life-threatening or requiring immediate attention:

If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Only if there is threat of further injury or further exposure to chemical, fire or electrical hazards, should you remove the injured person(s) to a safer location.

Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

Provide assistance to the emergency response teams where the incident occurred, inform them of the hazards associated with the area, provide any other information that will help avoid injuries.

[insert title of individual] will summon the Fire Department to the scene by calling 911.

### 2. Medical situations which are not life-threatening, not requiring immediate attention:

Every injury that occurs on the job, even a slight cut or strain, must be reported to a supervisor and the Director of Human Resources immediately. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. If needed, the Medical Emergency Response team can be summoned to the scene by using the paging or telephone systems.

If further medical treatment is needed, the employee should go to [insert name of facility, address and phone number]. Further information, directions, and Medical Treatment Authorization forms are available from the [insert title of individual and phone number].

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### 3. Emergencies Requiring Fire Department Response and/or Evacuation

A. In the event of a fire or other building emergency, report the emergency immediately to [insert title of individual and phone extension]. Provide the following information:

- ♣ Your name and phone number
- ♣ Specific location of the incident
- ♣ Nature of the emergency
- ♣ The hazards and/or areas involved or the number of victims involved
- ♣ Remain on the line until all needed information has been requested from you

Attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

Provide assistance to the emergency response teams where the incident occurred, inform them of the hazards associated with the area, provide any other information that will help avoid injuries and property damage.

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate building evacuation by the nearest exit.

Employees must not re-enter an area that they have evacuated until notified that it is safe to return.

- B. In the event of an emergency requiring evacuation, indicated by the sounding of the fire alarm or announcement to evacuate, quickly proceed to the closest and safest exit.
- C. Employees will be instructed what to do in the event of other emergencies, such as earthquakes, power outages, chemical spills, if action is necessary.
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## Earthquake Procedures

### During an Earthquake

1. If you are indoors, stay there. Get under a desk or table, or stand in a doorway or corner. Remember, stay clear of windows, bookcases, file cabinets, partitions, and heavy items on a desk or table top that are not bolted down. Stay there until the shaking stops.
2. If you are outside, get into the open away from buildings, trees, walls and power lines. If it is not possible to find an open space, stand in a doorway.

### Post Earthquake Actions – Strong Earthquake with Extensive Damage

Do Not Run Outside. An immediate decision will be made as to whether or not an evacuation is necessary. Remain in the building until you receive notification of this decision.

If instructed to evacuate, do so to an area outside of the building, away from any structures and power lines.

An Emergency Coordinator will be identified and act as the central point of contact.

1. Check yourself and others for injuries. Treat only life-threatening injuries immediately, leave minor injuries until you have checked for secondary hazards (fire, spills, gas leaks, etc.).
  2. Check your immediate work area for fires and extinguish them, if possible. If the fire appears to be uncontrollable, follow the Fire and Life Safety procedures.
  3. Report serious casualties or hazards to your Evacuation Warden or Emergency Coordinator. If neither are available, report to [insert title of individual].
  4. Seek first aid for anyone who is injured. Keep in mind that in the event of a major disaster affecting the entire community, no outside assistance may be available for up to 72 hours. Move serious casualties only if they are in danger from secondary hazards of after shocks.
  5. In the event of a strong earthquake, expect to find doorways and exit routes blocked. Do not use elevators, even if they appear operable. There may be serious damage which is not immediately evident.
  6. Follow your Evacuation Warden's or Emergency Coordinator's instructions for evacuating your floor or building. If evacuation is executed, remain in your designated Assembly Area until you receive further instructions from your Evacuation Warden or Emergency Coordinator.
  7. If you can safely do so, gather your keys, flashlight, portable radio, etc. before leaving. Once you have left the building, you will not be allowed to reenter until it is checked by authorities.
  8. Telephones should be restricted for emergency use only. It is natural to want to check on your family, but it is possible that the phone system will be damaged and/or overloaded. If you absolutely must call, try the usual number once, then try your Out of Area Contact. Briefly report your situation, and set a time several hours later when you will call back for/with more information.
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[insert logo]

# Evacuation Wardens

• Earthquake Emergency •

Checklist current as of: [insert date]

After an earthquake, the Evacuation Wardens will perform the following duties with the employee's help and cooperation:

- ρ Take role to determine if all individuals in your area of responsibility are accounted for and if any person is in need of assistance. Communicate this information to the Emergency Coordinator.
  - ρ Control employees, attempt to restore calm.  
Gather your group to the core of the floor of the building on which you are located.
  - ρ Conduct first aid as necessary.
  - ρ Survey for damage. Be prepared to shut off any gas, water or electricity on your floor.
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## **Bomb Threat**

### **Telephone Bomb Threat**

1. Don't Panic. Panic is one of the objectives of the caller.
  2. Make a note of the exact time of the call (start and end). This is very important since most bombs are activated by some type of watch or clock.
  3. Ask the caller the following questions. Keep in mind, however, you probably will not get any straight answers. Document everything they say – any information obtained is helpful to the Police.
    - a. When is the bomb set to explode?
    - b. What type of bomb is it?
    - c. What does it look like?
    - d. What is the bomb made of?
    - e. Where is the bomb?
    - f. Why was it placed there?
    - g. What is your name?
    - h. Why are you doing this?
  4. Try to determine the following and write it down while talking to the caller or immediately after the call has ended. Write down the callers exact words. Do not rely on your memory.
    - a. Callers identity: male, female, adult, child (age)
    - b. Voice: loud, soft, high-pitched, deep, accent, raspy, pleasant, intoxicated; is the voice familiar?
    - c. Speech: fast, slow, distinct, distorted, stutter, nasal, slurred, lisp
    - d. Language: good, fair, poor, foul
    - e. Manner: calm, angry, rational, emotional, laughing
    - f. Any background noise? What kind?
  5. Immediately advise the [insert title of individual]. They will contact the police and other appropriate members of staff. An Incident Commander for the event will be assigned.
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[insert logo]

# Evacuation Wardens

## • General Bomb Threat •

Checklist current as of: [insert date]

Do not use these procedures if you have been advised to evacuate immediately.

1. Keep occupants calm.
2. Be prepared to use standard evacuation procedures.
3. Account informally for all assigned personnel. Attempt to locate personnel missing from the immediate area. Report un-located personnel immediately to police and Incident Commander.
4. If requested by police, help coordinate the search of the area with management or police department.
5. Search area for strange packages, boxes, devices, etc. **ONLY** if requested by the Police.

Searching should be conducted as follows:

- a. Divide up available staff and establish search territories on the floor.
  - b. Go around the walls, then work to the center of the room.
  - c. Areas of special concern:
    - Public corridors
    - Closets
    - File Cabinets
    - Space above air ducts
    - False ceilings
    - Areas behind doors, shelves
    - Unlocked desks
  - d. Look for boxes, packages, items that do not belong in surroundings.
  - e. Do not touch anything. Report findings to Police immediately.
6. Receive information from search personnel and pass on to police and Incident Commander.
  7. Move personnel away from immediate vicinity.
  8. Building evacuation will be determined by the Police and the Incident Commander.
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[insert logo]

# Bomb Threat

• Call Documentation •

Checklist current as of: [insert date]

Don't panic, panic is one of the objectives of the caller. Document everything they say – any information obtained is helpful to the Police.

Listen to the caller, do not interrupt except to ask the following questions (understand you will probably not get any straight answers).

1. When is the bomb set to explode? \_\_\_\_\_
2. What type of bomb is it? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What is the bomb made of? \_\_\_\_\_
5. Where is the bomb? \_\_\_\_\_
6. Why was it placed there? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. Why are you doing this? \_\_\_\_\_

Call received by  Time of call (start & end)  Date

Description of Caller  Male  Female  Adult  Juvenile Approximate age of caller

Voice Characteristics	Speech	Language
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitched <input type="checkbox"/> Deep	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Precise <input type="checkbox"/> Other	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other <input type="checkbox"/> Use of Certain words/phrases
Accent	Manner	Background Noises
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Regional <input type="checkbox"/> Race <input type="checkbox"/> Pleasant Explain _____ _____ _____	<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"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street Traffic <input type="checkbox"/> Factory <input type="checkbox"/> Airplanes <input type="checkbox"/> Bedlam <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Voices <input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Party Atmosphere

## Severe Weather

If adverse weather strikes without sufficient warning, the following precautions should be taken immediately. This is especially true in the case of tornado or severe windstorm.

1. Move away from the outside walls and windows. Move to the center of the building.
  2. Do not evacuate the floor you are on unless instructed to by your Evacuation Warden.
  3. If advised to move to a different floor, use the stairs to evacuate.
  4. While evacuating, stay clear of all glass windows and doors. Flying glass could cause serious injury.
  5. If no instructions to evacuate to another floor are given, stay at the center of the building until the emergency has passed and then return to your work area.
  6. If any damage has occurred, contact the [insert title of individual] and give the following information:
    - a. Location and type/extent of damage
    - b. Identify whether or not there are any injured persons.
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## **Extortion /Terrorist Threats**

Extortion is the act of demanding money by threats. The demands may involve threats against persons or property.

A terrorist threat is an act which is intended to force or intimidate someone to do something based on a threat of violence. The threat may be against an individual or group. Terrorist threats often involve bomb threats, threats to burn down buildings or threats to take action against a person or group of people.

If either of these occurs, do the following:

1. Write down on a piece of paper what the extortionist/terrorist said. Use the exact words of the caller.
  2. If an explosion is threatened, ask when the explosion is expected to occur (see Bomb Threat).
  3. If some type of ransom or demand for money is stated, determine the dollar amount.
  4. Immediately advise the [insert title of individual] of your department. They will contact the police and other appropriate members of staff. An Incident Commander for the event will be assigned.
  5. Follow the directions of the police and the Incident Commander.
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