**Emergency Action Plan**

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT:**

|  |  |
| --- | --- |
| **Emergency Phone numbers** | |
| Name/Position | Number |
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If in need of paramedics, police or firefighters call **911**.

**EVACUATION:**

Include a list of all emergency exits on site. Include various evacuation options as well as other key locations such as defalcator, assembly zone, fire alarms and fire extinguishers (consider adding a map with key areas).

**EMERGENCY:**

All emergencies should be reported. These emergencies include:

* medical
* fire
* weather (i.e. flood, earthquake, tornado, hurricane, blizzard)
* chemical spill
* other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure that all staff have received properly training in case of an emergency in the listed fields, above.

The following emergency procedures may vary on location and organization.

**Medical Emergency:**

1. Call medical emergency: 911
   1. Inform the operator the purpose of your call
   2. Provide the operator your address (therefore, make sure you know your location at all times)
   3. Provide your name and phone number
   4. Do not disconnect until the operator has hung up first
2. Do not move or touch the victim unless necessary
3. Use the emergency caller list to call medical personnel

**Fire Emergency:**

1. Activate alarm (if available)
2. Call 911
   1. Inform the operator the purpose of your call
   2. Provide the operator your address (therefore, make sure you know your location at all times)
   3. Provide your name and phone number
   4. Do not disconnect until the operator has hung up first
3. Ensure that all employees are informed and exit the building if alarm does not work or isn’t on site

If the fire is not spreading, the exit is easily accessible and the fire department has been notified, personnel may use the extinguisher to extinguish the fire. Finally, ensure that everyone is following proper protocol.

**Weather Condition:**

Weather conditions vary on location. Ensure that a plan is put into place and employees are aware and trained for potential natural disasters.

**Chemical Spill:**

1. Notify emergency coordinator right away
2. If possible, prevent spreading
3. Inform all employees of spill and contaminated location and evacuate if necessary
4. Do not clean unless properly trained to eliminate spill
5. If required, call for medical help