

OFFICE EMERGENCY ACTION PLAN §3220

OVERVIEW OF OPERATIONS AND RESPONSIBILITIES

Fill in company's name will operate and maintain its locations in a way that reduces the possibility of accidents. To achieve this goal, every employee shall become familiar with the proper use, storage, and handling of flammable, combustible, and hazardous materials and shall follow appropriate work practices.

In the event of an incident, employees will follow the procedures outlined in this plan.

Training of Employees 3220 (e)(1), (2), & (3)

Employees will receive training on **fill in company's name** Emergency Action Plan as part of the new hire orientation session/meeting. This will include specific training for those key persons responsible for evacuating employees. Completion of this training is documented on the Employee Orientation Checklist. Whenever the Plan is revised or updated, all affected employees will receive refresher training. This refresher training is also documented.

Emergency Coordinator 3220 (b)(6)

The Emergency Coordinator is responsible for coordinating all emergency response actions at the specific location. He/she is familiar with the operations of the business and has full access to all areas at the location. In addition, he/she has the authority to make decisions during an emergency and will be available on a 24-hour basis. The Alternate Coordinator will work in conjunction with the Emergency Coordinator or on his/her behalf.

Location: **Office**

Emergency Coordinator:

Alternate Coordinator:

Telephone Directory 3220 (b)(6)

| | |
|---|-----------------|
| Fire, Police, Medical, or Hazardous Materials Emergency | 911 |
| Emergency Coordinator | |
| | (24-Hour Phone) |
| Alternate Coordinator | |
| | (24-Hour Phone) |
| Hospital | |
| | (24-Hour Phone) |
| Hazardous Waste Hauler/Emergency Clean-up Contractor | |
| | (24-Hour Phone) |

Pre-Emergency Contacts With Emergency Services

The Controller is responsible for notifying the nearest hospital as often as needed of any special medicine, equipment, or decontamination procedures that will be required to treat injuries and illnesses caused by the hazardous materials used at his/her location.

Spilled hazardous materials and dirty absorbents should be considered hazardous waste. Hazardous waste cannot be thrown out with regular trash. It must be removed by a licensed hazardous waste contractor. The Controller will contact the hazardous waste contractor listed above in this Plan to remove hazardous waste produced as a result of a fire or other type of incident.

**Method of Alerting Employees and Other People Within the Location
3220 (c)(1) & (2)**

When there is an emergency, employees and other people within the location will be alerted by the public address system accessible thru any telephone set. Telephones are located throughout the building. In an emergency, the Controller or his assistant will alert the entire location thru the intercom/public address system. The sprinkler automatically notifies the alarm company. The alarm company notifies the Fire and Police Departments. The facility is also equipped with sprinkler system water motor gong alarm. In addition, the Controller or his designee will also call the Fire and Police Departments to confirm notification of the emergency.

Method of Alerting Neighbors

In the event of a fire or other type of incident, contact immediate neighbors who may be affected. When a fire or other type of incident may affect these neighbors, employees will alert neighbors by telephone or verbally by walking into their offices. This will be the responsibility of Supervisor/Manager.

Procedures For Shutting Off Gas, Electricity, and Water

Gas will be shut off in the event of a major earthquake where structural damage is present and/or when gas odor is present or if there is a fire. The gas valve is located on the outside wall at the Northeast corner of the building. (Turn gas valve knob in opposite direction at the flow in pipe with a crescent wrench.) Electricity will be shut off in the event of a gas leak. (Electricity is shut off by hand at breaker panel.) Water will be shut off in the event of a water leak. The water valve is located at the Northeast corner of the parking lot. Utilities will only be turned on after inspection by the Fire Department and/or other local governmental agencies having jurisdiction at the incident site.

General Evacuation Procedures 3220 (b)(1), (2), & (3)

To facilitate the immediate evacuation of the location, the Controller or his designated assistant will access the intercom calling for the immediate evacuation of all persons from the location. All Supervisors/Managers at the location at the time will be responsible for assisting employees, guests, and others in exiting the location. Evacuation routes are illustrated on evacuation maps posted outside restrooms, lunchroom, and at front entrance. All employees and others will assemble on the sidewalk in front of **fill in address**. This area has been designated as the meeting place for all employees and others in an emergency. All Supervisors/Managers will account for their employees and any others present at the time of the emergency. Any Supervisor/Manager with unaccounted for employees will report to the Controller so he will be able to coordinate any needed rescue efforts.

No employee will remain in the building for any purpose.

Procedures For Rescues and Other Medical Duties 3220 (b)(4)

It is **fill in company's name** practice that the Controller and selected Managers be trained in CPR and First Aid. During an emergency, if a medical rescue is needed, the employee who discovers the person or persons in need of rescue will summon a Supervisor/Manager to first call 911 and alert the Controller of the need for a medical rescue. The Controller or his designee will perform CPR or render First Aid. When exposure to hazardous materials had been determined, employees will consult Material Safety Data Sheets (MSDSs) for recommended steps for dealing with such exposure. MSDSs are located on the bookshelf in the Dispatch Office.

Written Plan Access 3220 (e)(3)

A copy of the Emergency Action Plan is maintained at each **fill in company's name** location. The Plan is posted on the wall in the employee break room and is accessible at all times to employees.

FIRE AND EXPLOSION 3220 (d)

Pre-Planning

Alarm system - The system to alert personnel in the event of a fire and explosion is to use the intercom system.

Designated personnel - The designated person to notify the local fire department in the event of a fire and explosion is the Emergency Coordinator or Alternate Coordinator. Personnel who have been trained in procedures to control spectators, direct traffic, and handle the media while the fire is being contained by the fire department consist of:

| | |
|--------------------|----------------------|
| Crowd Control: | Sales Manager |
| Traffic Control: | Office Administrator |
| Media Liaison: | President |
| Injury Assessment: | Controller |

Evacuation Postings - Evacuation procedures, including diagrams, are posted outside restrooms, outside lunchroom, and at the front entrance.

Evacuation Procedures, Notification and Response 3220 (b)(5)

Employees will be notified of a fire and explosion by the intercom system. Employees will secure their work area by turning off/unplugging electrical equipment, etc.

The local fire department will be notified by the Emergency Coordinator or Alternate Coordinator by dialing 911. Clear instructions on the premises location will be given to the fire department personnel. The duty of guiding the fire department personnel to the fire and explosion location is the responsibility of Traffic Control and Injury Assessment.

All employees will assemble at the predetermined gathering location, which is on the sidewalk in front of **fill in address**. An accurate count of employees will then be performed. Each Supervisor/Manager will account for his/her employees and Injury Assessment will verify that all guests have evacuated the location by completing a sweep of the public areas.

The Controller will contact medical personnel by dialing 911. Clear assessment of injuries and location of the injured will be made. The duty of guiding the medical response personnel to the injured will be coordinated by Traffic Control and Injury Assessment.

EARTHQUAKE 3220 (d)

Procedures During an Earthquake

Office Areas: Stay/move away from windows and other glass. Duck and cover under desks, or stand in doorways.

Storage and Other Areas: Stay/move away from pipes, storage shelves, and machinery/equipment. Duck and cover under desks where present, or stand in doorways.

Procedures Following an Earthquake 3220 (b)(5)

Once the earthquake ends, evacuate the facility as is normal for a fire drill. The same procedures will be followed for notifying the local fire department, assembling and accounting for employees and others in the location, and contacting medical personnel (as necessary).

In addition, the following must be addressed:

- Who is working alone? Injury Assessment will check all areas for persons who have not/cannot get out of the location. Especially check bathrooms, storage rooms, etc.
- Emergency Coordinator or Alternate Coordinator – Will check for water, natural gas, etc. leaks by walking the perimeter of the location.
- Gas will be shut off in the event of a major earthquake where structural damage is present and/or when gas odor is present or if there is a fire. The gas valve is located on the outside wall at the Northeast corner of the building. (Turn gas valve knob in opposite direction at the flow in pipe with a crescent wrench.) Electricity will be shut off in the event of a gas leak. (Electricity is shut off by hand at breaker panel.) Water will be shut off in the event of a water leak. The water valve is located at the Northeast corner of the parking lot. Utilities will only be turned on after inspection by the Fire Department and/or other local governmental agencies having jurisdiction at the incident site.

BOMB THREAT 3220 (d)

Bomb threats are made by pranksters, political terrorists, criminal extortionists, disgruntled employees, or an employee looking for a few hours off work. The threat can arrive over the telephone, in the mail, by written message left in a public place, scrawled on the wall, or in person. In any case, **ALL THREATS MUST BE TAKEN SERIOUSLY!**

Procedures for Bomb Threats

If a threat is received:

1. Write down the exact time of the call.
2. Record the caller's exact words. Permit the caller to say as much as possible without interruption.
3. Ask the caller:
 - When will it explode?
 - Where is it located?
 - What does it look like?
 - Why was it placed?
 - Who is calling?

Record the answers to these questions on form below.

Make notifications as appropriate to President or Controller, police, etc. and implement the same evacuation procedures as for "Fire and Explosion" above.

Procedures for Suspect Object

If you find an object you suspect may be a bomb, evacuate all personnel off the premises and out of line of sight or blast effect, and dial 911.

- Identify/evaluate the object
- Do not attempt to touch, move, dismantle, or pour water on any suspicious objects
- If safe, open doors and windows around the area to reduce blast effect
- Isolate (secure) the area from entry
- Restrict access to the area

Procedures following a Bomb Explosion

If a bomb explodes and persons are injured, remove the victims immediately without treating them where they were found, and secure the area. This rationale is based on the practice of some terrorists who place additional bombs in the same area designed to explode at a later time to injure rescue workers. The President or Controller is to call 911 using a neighboring business' telephone or cell phone.

BOMB THREAT CALLER INFORMATION SHEET

Exact wording of threat:

Sex of caller: _____ Race: _____ Age: _____
Length of call: _____ Phone No. at which received: _____
Time: _____ Date: _____

Caller's voice:

| | | | |
|----------------------------------|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> calm | <input type="checkbox"/> lisp | <input type="checkbox"/> deep | <input type="checkbox"/> deep breathing |
| <input type="checkbox"/> angry | <input type="checkbox"/> slow | <input type="checkbox"/> distinct | <input type="checkbox"/> normal |
| <input type="checkbox"/> nasal | <input type="checkbox"/> disguised | <input type="checkbox"/> accent | <input type="checkbox"/> slurred |
| <input type="checkbox"/> stutter | <input type="checkbox"/> soft | <input type="checkbox"/> crying | <input type="checkbox"/> ragged |
| <input type="checkbox"/> excited | <input type="checkbox"/> loud | <input type="checkbox"/> rasping | <input type="checkbox"/> familiar |

Any background noises? _____

Remarks: _____

Name: _____ Position: _____

Phone Number: _____