



**FIRE · SECURITY**

## Appendix Z

# **EMERGENCY ACTION PLAN**

**For Physical Office Locations & Job Sites**

# Emergency Action Plan

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**I. OBJECTIVE**

The objective of the VSC Fire and Security, Inc. Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring, and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the VSC Fire and Security, Inc. office locations and at individual job sites.

**II. ASSIGNMENT OF RESPONSIBILITY**

A. Emergency Plan Manager

The Director of Safety manages the Emergency Action Plan for VSC Fire and Security, Inc. (VSC). each Regional Safety Manager will ensure records are properly maintained.

B. Emergency Plan Coordinator & Other Designated Personnel

Each VSC district physical office location will have an *Emergency Plan Coordinator (Coordinator)* who will have overall responsibility to ensure effective training and implementation of the Emergency Action Plan for that location and its job sites. Office Managers, assigned to each district, will act as the *Emergency Plan Coordinator*.

In addition, each district can name other *Designated Personnel* who will assist the *Emergency Plan Coordinator* to ensure that the EAP is followed at each office location or job site. The *Designated Personnel* can include employees such as: Office Administrators, Field Safety Managers, Field Superintendents, and Job Site Foreman.

The following matrix will be used by each district to identify the *Coordinator & Designated Personnel* for its office location and job sites.

**Coordinator & Designated Personnel Matrix**

Location/Job Site	Coordinator Name & Position	Coordinator’s Phone #	Designated Personnel Name &	Designated Personnel’s Phone #

(To be effective, the matrix must be kept up to date!)

### C. Responsibilities

The Emergency Plan *Coordinator* will be responsible for:

- Scheduling routine tests of the VSC emergency notification systems (alarm tests should be coordinated with the appropriate local authorities)
  - Conducting local fire drills
  - Monitoring adverse weather notifications provided by NOAA
  - Reviewing the local Emergency Action Plan annually\*
  - Reviewing individual job site plans as needed\*  
*\*Any substantial change to the plan should be forwarded to the Emergency Plan Manager*
- 
- The *Regional Safety Manager* and the Emergency Plan *Coordinator* shall work with local fire department and emergency medical personnel to ensure that these public safety departments are prepared to respond as outlined in the plan.
  - Copies of the VSC building floor plan with evacuation routes (**see Appendix A**)\* and matrices identifying the *Emergency Plan Coordinator/Designated Personnel*, and the *Property/Equipment Steward*, be provided to the local Fire/Rescue department to assist them in the event they need to respond to an emergency at the VSC building location.
  - Each location is responsible for instituting the procedures in this EAP for their designated areas in the event of an emergency. This responsibility includes accounting for employees/visitors after an evacuation has occurred.

Other Responsibilities:

- VSC corporate and field managers will provide adequate controls and equipment that, when used properly, are expected to minimize or eliminate risk of injury to employees in the event of an emergency. The *Emergency Plan Manager* will ensure proper adherence to this plan through a regular annual review.
- Field management personnel will ensure that their employees are trained on the procedures outlined in this plan.
- Individual employees are responsible for following the procedures described in this plan.
- Contract employees are responsible for complying with this EAP will be provided the training described herein by the *Coordinator* or *Designated Personnel*.

## III. **PLAN IMPLEMENTATION**

### A. Reporting Emergency Situations

For each physical office location all emergency situations will be reported to the Emergency *Coordinator*, Division Manager, and then to the *Regional Safety Manager*, by one of the following means:

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The recommended choice for emergency contact is **911**! In the event your office is located in an extremely rural area where **911** is not implemented, you must maintain a list that includes telephone number(s) for the local: Fire & Rescue Department, Police/Sheriff Department, Ambulance/EMS/EMT, and Hazmat Team. A copy of this list will be given to the Emergency Plan Manager.

**IMPORTANT** - Under no circumstances will an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor will any employee attempt to enter a burning building to conduct search and rescue. These actions will be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience.

#### **B. Notifying VSC Employees of Fires and other Emergency Situations**

In the event of a fire or emergency situation, the Emergency Plan *Coordinator, Designated Personnel*, local management, or in their absence, a VSC employee will ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day). The *Coordinator or Designated Personnel* shall provide special instructions to all employees via the public address system, where such equipment exists. Emergency drills, focused on fire and other emergency situations will be conducted annually to assure that this procedure is effective.

If a fire or emergency situation occurs after normal business hours, the *Coordinator, Designated Personnel*, or local management will contact all employees to notify them of future work status.

#### **C. Corporate Notification**

The Division Manager will contact the *Regional Safety Manager* as soon as possible with information on loss of life, employee injuries, property damage, equipment loss or theft at which point the Regional Safety Manager will contact the Director of Security

#### **News Media**

Under no circumstances will any employee of VSC speak to the media, in the event an employee is approached and asked questions they will deny comment and refer them to the Director of Safety. The Director of Safety will then notify the Executive Team on how to proceed.

**Note: Please direct all Media inquiries to Katie Meehan for any comments. Katie or Tommy should be the only members of VSC speaking to the media.**

In most cases, the Team spokesperson will be Katie Meehan. In certain instances, in the judgment of the Team, the spokesperson may be another member of the Team or a VSC employee outside of the Team.

All media inquiries must be directed to the Company spokesperson.

#### **D. Emergency Contact Information**

The Emergency Plan *Coordinator* shall maintain a list of personal emergency contact information for each employee that reports to that district. This confidential information will be kept in a *designated area* for easy access in the event of an emergency. A copy of the list will be provided to the Director of Human Resource and the *Emergency Plan Manager*.

#### **E. Evacuation Routes**

Emergency evacuation escape route plans (see **Appendix A**) must be posted in designated areas throughout each company field office location\*. Assistance in establishing designated areas can be sought from local Fire Marshall and/or Rescue Personnel, from the *Emergency Plan Manager*, or from the Field Safety Manager. Semi-annual inspections should be completed by the Emergency Plan *Coordinator* to assure the evacuation escape route plans are up to date and readable.

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In the event that a fire/emergency alarm is sounded, or instructions for evacuation are given by the responsible person, all employees (except those noted in Part III.F of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the designated assembly area(s). In larger company offices, designated assembly area signs may be needed.

Employees with offices shall close the doors (unlocked) as they exit the area. Mobility impaired employees will be escorted out by pre-determined assigned assistants to assure safe evacuation.

**F. Job site Emergency Response & Evacuation.**

VSC F&S will comply with Project site general contractors' site-specific emergency response plan as directed in the site safety orientation. All VSC employees must know the designated assembly area.

For job sites where the managing contractor does not have an established emergency response plan the VSC superintendent must designate a safe area of assembly and set up a means of communication with all VSC employees on site. The VSC superintendent must identify proper evacuation route for each floor level.

All employees will proceed directly to the site designated assembly area immediately when audio alarms are activated. No employee is allowed to leave the assembly area and must wait for direction from site management. VSC F & S Superintendent, is responsible for taking head count of all VSC employees.

The Superintendent will notify the managing contractor and VSC Management immediately of any missing VSC employees.

**Emergency Response & Evacuation.**

Project sites with multi story buildings must have 2 points of Egress by means of an approved stairwell or a scaffold stair tower and a ladder between floor levels for emergency escape. The stairs must be clear to permit access at all times.

Examples of approved access:



**As per OSHA 1926.34(a) Construction standard for job site Means of Egress,**

In every building or structure exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastening to prevent free escape from the inside of any building shall be installed except in mental, penal, or corrective institutions where supervisory personnel is continually on duty and effective provisions are made to remove occupants in case of fire or other emergency.

**Obstructed egress:** impedes employees' ability to exit swiftly in the event of a fire or other emergency, and unsafe storage of materials exposes employees to crushing and struck-by hazards.

Job site with only a single ladder between floors can impede employees ability to exit and prevent prompt medical attention in case of serious injury and delay the administration of medical attention to an injured employee, particularly in the case of serious injury, where even a few minutes can make a difference.

As per OSHA 1926.1051(a)(2)

A double-crested ladder or two or more separate ladders shall be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.

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If the only means of access between floor levels is a single extension ladder setup in this configuration VSC must not use the ladder and report the violation to VSC Safety Team and the general contractor. No work can be performed on upper floor levels until this violation is corrected.

G. Advanced Medical Care

Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, or designated individuals, who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

H. Accounting for Employees/Visitors after Evacuation

Once an evacuation has occurred, the Emergency Plan *Coordinator, Designated Personnel*, or local management will account for each employee and visitor at that location. Each employee is responsible for reporting to the appropriate responsible person so an accurate head count can be made. All employee counts will then be reported to the *Emergency Plan Manager* as soon as possible.

The Front Desk Receptionist or another designated employee shall retrieve the Visitor Sign-In-Log so that the evacuation of all visitors is assured.

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I. Re-Entry

Once a building has been evacuated no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the designated assembly area until the fire department or other emergency response agency notifies the responsible person that either:

- The building is safe for re-entry, in which case personnel shall return to their workplaces; or
- The assembly area(s) is not safe, in which case personnel shall be instructed by the pre-designated responsible person(s) on how/when to vacate the premises.

**\*\*For Job Sites away from the VSC office location, the Job Site Foreman will follow the direction of the General Contractor's lead safety person. If the General Contractor does not have a safety person on the premises, the Job Site Foreman will follow VSC's "Sheltering in Place" protocol, herein described, to ensure the safety of VSC personnel.**

J. Severe Weather

- VSC Office Locations

The Emergency Plan *Coordinator* and at least one other employee located at each district physical location will maintain access to NOAA's hazardous weather email system. These individuals are responsible to warn employees prior to a weather-related emergency by announcing severe weather alerts (i.e. tornados) by public address system or other means of immediate notification available at the location. All employees shall immediately retreat to the Designated Area\*\*\* until the threat of severe weather has passed. All warnings should be assumed to be a serious threat.

*\*\*\*Designated Area for hazardous weather events created by wind should be an interior stairwell or room away from windows. If the hazardous weather event is created by rising water, the Designated Area should be a location at the highest elevation of the building that can be safely occupied.*

- Individual Job Sites

For each Job Site away from the VSC office location, the *Coordinator, Designated Personnel, Field Superintendent or Foreman* will notify employees prior to a weather-related emergency by announcing severe weather alerts via telephone or text. For job sites where the General Contractor's lead safety person is present, VSC employees will follow his/her direction to seek safe shelter until the threat of severe weather has passed. In the absence of GC oversight, the VSC management person on site will provide direction as outlined in this VSC Emergency Action Plan.



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K. **Earthquakes**

- Drop, Cover and Hold On. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If you are not near a table or desk, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave the building.
- *DO NOT* use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle:

- Stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

L. **Bomb Threats**

In today's work environment, although not a likely possibility, a bomb threat could occur. Each field office location receptionist or other designated person(s) are to be trained on how to react to a bomb threat.

Bomb threats may be received in person, by telephone, by letter, by facsimile or by computer email. Bomb threats can also be received by a note left in a conspicuous place or through an agency such as a newspaper, radio or television. A bomb threat can also arise in the form of a suspicious package or envelope.

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Upon receipt of a bomb threat, or the discovery of a suspicious package/envelope, the local authorities (Fire/Rescue/Police) will be notified immediately by dialing 911. The local authority will provide next steps to follow, including any evacuation orders. It is important to follow the direction of these local authorities to ensure the safety of all building occupants.

Employees should never personally investigate suspicious packages, envelopes or notes. Only professionally trained personnel should evaluate the contents of mysterious items. Any personal handling of suspected materials can potentially cause injury to an employee and/or destroy valuable evidence.

#### M. Workplace Violence

Workplace violence can include verbal or physical threats, intimidation by other employees, supervisors, or managers, and actual assault and battery that can result in serious injury or death. Workplace violence can have advance warning signs, but it often occurs with no warning.

Common causes of workplace violence:

- Stress due to work
- Performance reviews
- Employment termination
- Disagreements with co-workers
- Disagreement with supervisors or management

It is crucial that problems be identified and resolved as soon as possible. All employees and supervisors should take note when a person's behavior appears to be abnormal.

In those locations where it is possible to have the ingress/egress doors equipped with security access, these systems should be activated during the work day, and the receptionist or front lobby personnel should be trained in their use. When a person's behavior appears abnormal, or the receptionist/front lobby personnel are not comfortable with the person gaining access to the premises, the ingress doors should be locked. Notification should then be made to the Emergency Plan *Coordinator, Designated Personnel* and/or local management and 911 when needed. A decision on the person's access to the premises can then be determined.

Although telephone calls may seem less threatening, telephone threats should be taken seriously. Attempt to keep the person talking while you get the attention of a co-worker who can get on another extension and listen in while taking notes. Write down as much information as you can using the form found in **Appendix B**.

All employees are to be trained on how to identify unusual behaviors. This includes unusual behavior demonstrated by fellow employees, as well as employees of other contractor's at a job site. VSC employees should especially be on the alert after a co-worker has been terminated. Specific termination information will be shared as deemed necessary by local management and/or the Director of Human Resource.

#### Potential Triggers of Workplace Violence

Job layoff.

Termination.

Relationship conflict.

Domestic dispute.

Job performance counseling or disciplinary action.

Job stress, unfair working conditions, or not knowing work expectations.

Harassment.

Racial, ethnic, cultural, gender, or lifestyle conflicts.

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When confronted, talk calmly to the person while trying to evaluate your best option to safely leave the confrontation. If you are able to get away, go immediately to an area where you can securely talk to others and get help.

All employees will report threats or unusual behavior to their supervisor. Do not take chances! Report the situation even if it seems insignificant.

- When a violent situation is imminent (i.e. weapons are identified, assault & battery occurs), immediately dial 911!
- If confronted by a weapon, never attempt to take it. Let the professionally trained law enforcement officers disarm the person.

**IMPORTANT:** Whether in a one-on-one confrontation, or a phone call confrontation, **DO NOT** become combative or aggressive under any circumstances.

Once an incident is over, secure the area so no evidence can be disturbed. Also, identify any potential witnesses and quickly write down what they remember about the incident.

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### **Employees Working at Job Sites**

***It is recognized that the majority of VSC employees work at job sites located away from VSC premises. These job sites include both buildings under construction or completed/established buildings. However, the guidelines that are provided in this Emergency Action Plan are meant to be applicable in all situations, regardless of where the emergency situation arises.***

***As part of the job site pre-planning process, local management (i.e. field superintendents, field supervisors, foremen) should look for and formally document any unusual circumstances which could alter the applicability of the VSC Emergency Action Plan to that job site. All unusual circumstances must be reported to the Coordinator, Designated Personnel or local management, before the work begins, to ensure that the identified situation(s) is addressed.***

***In some cases the adoption of the General Contractor's Emergency Action Plan may be required, or will be the safest option. However, by being trained on the VSC Emergency Action Plan, all employees will be better equipped to make the best decisions for their own personal safety in an emergency.***

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#### IV. TRAINING

##### A. Employee Training

Upon hire, all new employees shall receive instruction on this Emergency Action Plan as part of their New Employee Orientation. Additional training shall be provided:

- When there are any changes to the plan and/or facility
- When an employee's responsibilities change
- Annually as refresher training

Items to be reviewed during the training include:

1. proper housekeeping;
2. fire prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of *Coordinator; Designated Personnel*
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and
15. Emergency Action Plan application and availability

##### B. Fire/Evacuation Drills

**Fire/Evacuation drills will be conducted at each VSC office location Drills will be completed at least annually**, and in coordination with local fire and police departments, when possible. Additional drills will be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

##### C. Training Records

The creation and retention of all documentation to record training that is related to the Emergency Action Plan will be the responsibility of the Emergency Plan *Coordinator*. Copies of all training records will be provided to the *Regional Safety Manager*.

#### V. PLAN EVALUATION

This Emergency Action Plan will be reviewed annually, or when changes to the business or office location occur. Following Fire/Evacuation drills the *Coordinator* or *Emergency Plan Manager* shall evaluate the drill for effectiveness and for weaknesses in the plan, and shall implement changes to improve it.

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**Appendix A**

**VSC Office Location Floor Plan/Evacuation Route(s)**

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**Emergency Action Plan Checklist**

Courtesy of the Occupational Safety and Health Administration (OSHA)

General Issues		
<input type="checkbox"/>	Does the plan consider all natural or man-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/>	Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency.
<input type="checkbox"/>	Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	Brainstorm worst-case scenarios asking yourself what you would do and what would be the likely impact on your operation and devise appropriate responses.
<input type="checkbox"/>	Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so that contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/>	Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for individuals responsible for implementation of the plan.
<input type="checkbox"/>	Does the plan address how rescue operations will be performed?	Unless you are a large employer handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably choose to rely on local public resources, such as the fire department, which are trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue.
<input type="checkbox"/>	Does the plan address how medical assistance will be provided?	Most small employers do not have a formal internal medical program and make arrangements with medical clinics or facilities close by to handle emergency. If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within 3 to 4 minutes of the accident. Consult with a physician to order appropriate first-aid supplies



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		for emergencies. Establish a relationship with a local ambulance service so transportation is readily available for emergencies.
<input type="checkbox"/>	Does the plan identify how or where personal information on employees can be obtained in an emergency?	In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.
<b>Evacuation Policy and Procedure</b>		
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?	The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.
<input type="checkbox"/>	Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?	It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.
<input type="checkbox"/>	Does the plan address the types of actions expected of different employees for the various types of potential emergencies?	The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.
<input type="checkbox"/>	Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation?	You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.
<input type="checkbox"/>	Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees?	Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, and spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.
<input type="checkbox"/>	Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?	Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.
<input type="checkbox"/>	Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees	Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider

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	will gather and a method for accounting for all employees?	taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.
<input type="checkbox"/>	Does the plan address how visitors will be assisted in evacuation and accounted for?	Some employers have all visitors and contractors sign in when entering the workplace. The hosts and/or area wardens, if established, are often tasked with assisting these individuals evacuate safely.

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<b>Reporting Emergencies and Alerting Employees in an Emergency</b>		
<input type="checkbox"/>	Does the plan identify a preferred method for reporting fires and other emergencies?	Dialing 911 is a common method for reporting emergencies if external responders are utilized. Internal numbers may be used. Internal numbers are sometimes connected to intercom systems so that coded announcements may be made. In some cases employees are requested to activate manual pull stations or other alarm systems.
<input type="checkbox"/>	Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action?	Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace including those that may be blind or deaf. Otherwise floor wardens or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure.

<b>Employee Training and Drills</b>		
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions as outlined in the plan?	<p>Training should be offered to employees when you develop your initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address the following:</p> <ul style="list-style-type: none"> <li>• individual roles and responsibilities;</li> <li>• threats, hazards, and protective actions;</li> <li>• notification, warning, and communications procedures;</li> <li>• emergency response procedures;</li> <li>• evacuation, shelter, and accountability procedures;</li> <li>• location and use of common emergency equipment; and</li> <li>• emergency shutdown procedures.</li> </ul> <p>You may also need to provide additional training to your employees (i.e. first aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in your plan.</p>
<input type="checkbox"/>	Does the plan address how and when retraining will be conducted?	If training is not reinforced it will be forgotten. Consider retraining employees annually.
<input type="checkbox"/>	Does the plan address if and how often drills will be conducted?	Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.