

# EMERGENCY POLICY

\_\_\_\_\_ is committed to assuring a safe workplace for its employees. For this reason, the company has developed the following procedures for emergency situations.

All employees should be familiar with plans. They should be able to implement the plan in their work area and should be aware of procedures for the entire facility. If everyone is knowledgeable about their responsibilities during an emergency, we can protect our fellow employees. We can also help to protect the facility and our jobs as well as continuity of service to our customers.

If one of the following occurs, immediately contact \_\_\_\_\_ or his/her designate:

- Fire
- Natural disaster
- Disturbance
- Medical emergency
- Actual violence or presence of bomb or bomb threat or other threat of violence

Then contact the Police Department or Fire Department if necessary.

## IMPORTANT PHONE NUMBERS

Management Name	###-####, Ext. ##	Designate Name:	###-####, Ext. ##
Police	911		
Fire	911		

### Also needed:

**Floor plans of facility divided into appropriate size sections.** The floor plan should show stairwells, exits, first aid cabinets, and fire extinguishers. The plan should also use dotted lines [ ] to show the path of travel employees in the section should take to get to an exit.

**Floor plans of facility divided into appropriate size sections.** The floor plan should show areas where employees can take cover if high winds threaten to cause glass breakage. The plan should also use dotted lines [ ] to show the path of travel employees in the section should take to get to places of cover.

**Organization of Emergency Team.** Specify area of responsibility for each team member. Provide name and telephone (extension) number. Also give name and telephone (extension) number of alternates.

## EMERGENCY EVACUATION PROCEDURES

### Situations That May Require Evacuation of the Building

- Fire
- Chemical leaks
- Threats of violence or bomb threats
- Severe damage from weather related incidents (earthquake, tornado, etc. after event)

All employees must comply with the following procedures if an emergency situation requires evacuation of the facility:

1. All employees will vacate the facility using the emergency stairways and/or doors shown on the attached floor plan(s). **Under no circumstance will employees or visitors use elevators in an emergency.**
2. If an evacuation is necessary, management has given the following personnel the responsibility of directing it:

[Map facility into clearly defines areas, making sure each area has sufficient emergency exits. Assign a supervisor or other appropriate personnel as section leader.]

The Company requires all employees to obey the directions their section leader gives and to cooperate fully.

**In an Emergency:**

1. Any employee who becomes aware of an emergency should report it immediately to \_\_\_\_\_ or designate.

2. \_\_\_\_\_ (or designate) will contact the switchboard with instructions to vacate the building. In general, instructions will be to

Announce the evacuation over the public address system and provide any information, such as blocked exits, that will assist the evacuation (Fire, impending natural disaster, threat of violence by individual not on premises),

or

Contact each section leader individually to communicate the need to evacuate (actual act or violence or threat of violence by individual on the premises). The operator will provide all pertinent information about the emergency.

3. The switchboard operator will communicate the need for evacuation and then notify the company's answering service and provide any necessary information for callers.

4. All employees will wait for instructions from their section leader if a public address system announcement.

or

Section leaders will inform the employees in their section of the need to evacuate and will instruct them of the exit(s) to use.

5. All employees will then move in an orderly, calm manner to designated emergency exit(s) in their area. Section leaders will direct traffic to assure a rapid, steady movement and to prevent panic.

If possible, employees should take their personal belongings before leaving the premises. However, remember that your safety is most important. If you are not near your workstation or locker, do NOT attempt to return to it.

6. All employees will walk single-file to the stairways and/or exits. They will allow employees from other work areas to merge at landings or doorways. They will use handrails on stairs. Employees will talk only if necessary.

**ALL EMPLOYEES MUST FOLLOW ALL INSTRUCTIONS THEIR SECTION LEADERS GIVE THEM. THIS WILL HELP TO ASSURE YOUR SAFETY AS WELL AS THAT OF YOUR CO-WORKERS.**

7. At the ground floor or main exit, employees will immediately leave the building unless their Section Leaders direct them otherwise. Employees must remain in single-file until they have moved at least halfway across the parking lot. They must keep aisles open to permit responding emergency vehicles to get through.
8. Employees will move to their designated reporting area.
9. Section leaders will take roll to assure that all employees in their area are present and safe.
10. Section leaders and employees will remain at their reporting area until \_\_\_\_\_ instructs them to return to the building (or other appropriate action).
11. Employees **WILL NOT** sit in their vehicles or leave the premises during an actual emergency or during a drill.
12. \_\_\_\_\_ will receive instructions from Management and keep section leaders informed.

If an emergency occurs during non-working hours, the authorities and/or facility management will contact \_\_\_\_\_ or designate at home. \_\_\_\_\_ will then contact department heads and/or supervisors who will, in turn, notify employees. \_\_\_\_\_ will also contact the answering service and provide appropriate instructions to give callers.

## MEDICAL EMERGENCIES

### Minor Injuries

#### Employees should:

1. Notify their supervisors of the injury.

#### Supervisors should:

2. Determine in consultation with the employee if the employee requires outside medical care.
3. Arrange for an employee to transport the injured employee to the Company's designated medical facility if necessary.

or

Direct the employee to the designated first aid cabinet.

### Major Medical Emergencies

Employees who witness the emergency should:

1. Notify the nearest supervisor, department head or manager immediately.

**No employee should attempt to administer first aid or CPR to the injured employee.**

Management should:

2. Notify Emergency Medical Services by calling 911.
3. Notify Human Resources immediately.
4. Emergency Medical Services will treat and, if necessary, transport the injured (ill) employee to:

Name of medical facility,  
Address  
Phone Number

## **BOMB THREATS AND THREATS OF VIOLENCE**

Any employee who receives a telephone call or becomes aware of a bomb threat or threat of violence should:

1. Try, if a phone call, to get as much information as possible.
2. Notify \_\_\_\_\_ as soon as possible.
3. \_\_\_\_\_ will notify Management who will decide, in consultation with \_\_\_\_\_ if implementing the facility's emergency procedure is appropriate.
4. \_\_\_\_\_ will implement the emergency evacuation plan if necessary. Before announcing the evacuation, \_\_\_\_\_ and section leaders (or other appropriate personnel) will search emergency exits, stairways and paths of travel.

Any employee who receives threats of violence should consider informing Human Resources of this circumstance. Although Human Resources cannot assure confidentiality, staff will make every attempt to protect the individual's privacy. Human Resources in consultation with Management will attempt to implement appropriate measures to protect the threatened employee while he or she is on Company property. Employees who do not inform the Company of threats of violence against them place themselves and their coworkers at risk.

### **Procedure for Individuals who receive a Bomb Threat Call**

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Take down every word the caller speaks.
2. Ask the caller to tell you the location of the bomb or its possible time of detonation if the caller does not give this information.
3. Advise the caller that there are people in the building and that a bomb detonation could injure or kill innocent people.
4. Try to determine where the person is calling from by listening to background noises such as running car motors or music.
5. Listen carefully to the caller. Pay attention to the caller's voice (male or female). Does the caller have an accent or a speech impediment?
6. Call \_\_\_\_\_ or designate at \_\_\_\_\_ immediately after the caller hangs up the phone.

## **POWER FAILURES**

If the power, heating or similar circumstance occurs during normal working hours:

1. \_\_\_\_\_ will immediately determine the nature of the failure and the anticipated length of time until repairs are complete.
2. \_\_\_\_\_ will inform Upper Management of the situation.
3. Upper Management will determine what action to take.

## **POSSIBLE EMERGENCY TEAM MEMBERS AND THEIR RESPONSIBILITIES:**

### **Emergency Plan Manager (and Alternate):**

#### Requirements:

- Must know details of procedures and personnel in the Emergency Plan.
- Must know location of all light switches and paths of travel to emergency exits.
- Must know location of emergency exits and of fire equipment.
- Must know how to operate all fire equipment.
- Is able to perform emergency job functions of other plan members (Section Leaders, etc.)

#### Responsibilities:

- Nominates personnel for high level positions in the Emergency Plan (for example, alternate and section Leaders) to Upper Management.
- Maintains roster of all Section Leaders and other Emergency Plan Members, including alternates. The roster must be current and provide names, extensions and home information. May also include information such as scheduled vacations Emergency Plan staff.
- Assures correctness and completeness of all floor plans.
- Monitors alternate, Section Leaders and other Emergency Plan personnel to assure they are performing their responsibilities adequately.
- Reviews procedures periodically to assure they remain valid. Reviews policies and procedures with Emergency Plan members.
- Makes sure that all employees follow any special emergency procedures on floors where critical information is located (IT, Human Resources, etc.).

### **Section Leader (and Alternate):**

#### Requirements:

- Must know details of procedures and personnel in the Emergency Plan.
- Must know location of all light switches and paths of travel to emergency exits in their sections (and adjacent sections).
- Must know location of emergency exits and of fire equipment in their sections (and adjacent sections).
- Must know location of flashlights in their sections (and adjacent sections).

#### Responsibilities:

- Leads a group of up to 50 people.
- Supervises assigned employees according to instructions from Emergency Plan Manager.
- Instructs employees to power down equipment and to place paperwork in desk drawers.

#### During Emergency:

- Forms group in single line and moves employees to designated exits according to instructions from Emergency Plan Manager.
- Stays with group and leads them out of building if evacuation is necessary.
- Assures that employees follow instructions from exit monitors (if used).
- Assists with roll call and reports to management.
- Assume responsibilities of other plan members if necessary.

Your plan may also require Searchers and Exit Monitors:

**Searcher (and Alternate):**

Requirements:

- Must know details of procedures and personnel in the Emergency Plan.
- Must know location of all light switches and paths of travel to emergency exits in their sections (and adjacent sections).
- Must know location of emergency exits and of fire equipment in their sections (and adjacent sections).
- Must know location of all conference rooms, lunchrooms, stairwells, as well as rest rooms in assigned area and for the entire floor.
- Must know location of flashlights assigned to him or her.

Responsibilities:

- Searches area ( work, lunchrooms, conference rooms, rest rooms, etc.) for employees who are not aware of evacuation or evacuation drill.
- Assists Section Leader to assure smooth evacuation of facility.

**Exit Monitor (and Alternate):**

Requirements:

- Must know details of procedures and personnel in the Emergency Plan.
- Must know location of all light switches and paths of travel to emergency exits in their sections (and adjacent sections).
- Must know location of emergency exits and of fire equipment in their sections (and adjacent sections).
- Must know stairwells and hallways leading to facility exits.
- Must know location of flashlights assigned to him or her.

Responsibilities:

- Remains at station in stairway (hallway) during evacuation to guide employees and assure smooth merging of employees from different work areas.
- Assists Section Leader to assure smooth evacuation of facility.