

# **Emergency Action Program**

## **1.1 Purpose, Scope & Policy**

### **1.1.1 Purpose**

The purpose of this emergency action program is to minimize injury and loss of human life by providing proper training to employees, maintaining all necessary equipment and by implementing the Emergency Action Plan.

### **1.1.2 Scope**

This program applies to all COMPANYNAME employees during emergency situations requiring employee action including emergency interventions and emergency evacuation.

### **1.1.3 Policy**

The emergency action plan must be in writing, kept in the workplace, and available to employees for review. If the workplace has 10 or fewer employees, the employer may communicate the plan orally.

## **1.2 Roles & Responsibilities**

### **1.2.1 Employer Responsibilities**

COMPANYNAME is responsible for providing adequate controls and equipment that, when used properly, will minimize, or eliminate risk of injury to employees in the event of an emergency management will update the plan as needed and review it annually to determine if any changes are needed.

### **1.2.2 Employee Responsibilities**

Employees are responsible for following the procedures described in this plan. Employees will attend training sessions on the emergency action plan and be able to implement the plan when needed.

## **1.3 Definitions**

See Definitions Chapter at the end of the Safety and Health Manual. <sup>i</sup>

## **1.4 Hazards**

Employees need to know how to respond in different situations.

- Fire
- Medical
- Chemical Release
- Weather
  - Tornado
- Flooding
- Electrical Outage

## **1.5 Hazard Control Measures**

### **1.5.1 Preferred Means of Reporting Fires and Other Emergencies**

The preferred means of reporting fires and other emergencies is by phone. Emergency phone numbers are posted at in the Emergency Action Plan for the job site and the Emergency Contact Poster. In the case of telephone failure, the authorities should be notified in person.

### **1.5.2 Emergency Evacuation Procedures**

### **1.5.2.1 Alarm**

A distinctive alarm for emergency notification shall be established and reviewed with all employees. If the alarm sounds, or if a supervisor orders the evacuation of the job site, remain calm, walk to the nearest exit, and leave the job site immediately. After leaving the job site, proceed to the Emergency Muster Location. Do not leave the area. Do not re-enter the job site. Follow your supervisor's instructions.

Notification of an emergency or of an evacuation is communicated to the employees via the method designated in the Emergency Action Plan for the job site.

### **1.5.2.2 Evacuation**

If there are no critical processes which require continued operation during an emergency, all employees are expected to leave the job site immediately when an evacuation order is announced.

Where a critical process does exist contingency plans must be developed prior to any emergency that specifically identify procedures to quickly shut down the critical process and then evacuate the site to the designated must location. Such procedures must be assigned to specific responsible persons and reviewed prior to any emergency situation.

Where employees have been trained and assigned to perform emergency actions such as rescue, medical, or firefighting, those employees shall adhere to the appropriate established procedures for the emergency. No deviation from established procedures is permitted without authorization from the Supervisor. Where procedures do not exist, no provisions are made for employees who remain within the job site to perform rescue, medical or firefighting duties.

### **1.5.2.3 Emergency Muster Location**

Designate and state an Emergency Muster Location on the Emergency Action Plan for each job site.

### **1.5.2.4 Accounting for All Employees after an Emergency Evacuation**

Within the first 15 minutes of each shift, the supervisor is responsible for taking attendance of the workers. The attendance sheet should remain in the office at all times. In the event of an evacuation, all employees are instructed to leave the jobsite, proceed to the Emergency Muster Location. The daily attendance sheets will be used to account for the workers. In the event that a worker is absent, the supervisor may at his own discretion, sweep the area for the missing employee. Employees must not leave the area until instructed to do so by the supervisor.

### **1.5.3 Fire Brigade**

We do not support a company fire brigade. Employees are not expected to fight fires, clean up major chemical spills, or participate in rescue procedures unless specifically trained, equipped, and authorized to do so. Authorized employees must maintain current training in order to perform these tasks.

Fire extinguisher use – employees must receive annual classroom and hands-on training in how to properly select and use a fire extinguisher.

### **1.5.4 Rescue and Medical Duties for Employees**

Employees are not expected to perform any rescue or medical duties unless trained or authorized to do so. Employees authorized to perform first aid or firefighting duties must have current training and certification to do so.

Municipal emergency medical and fire personnel are used for emergency medical treatment beyond first aid. At no time should an employee be directed, or attempt to perform emergency duties which may endanger their life.

## **1.5.5 Specific Emergency Procedures**

### **1.5.5.1 Fire/Smoke**

- Notify Supervisor/ Manager immediately
- Recognize and respond to proper warning signals and verbal instructions
- Exit towards nearest primary or alternate exit away from hazard
- DO NOT travel in direction of fire/ smoke
- Walk towards exit advising others to exit on the way out
- If necessary, activate a manual fire alarm pull station as you exit the floor or job site.
- DO NOT re-enter the job site once you have exited for ANY reason
- Head towards assigned emergency muster location
- Check in with management at the emergency muster location

### **1.5.5.2 Medical Emergency**

- Initiate medical emergency aid or resuscitation
- Notify management requesting 911 medical emergency
- Direct the medical emergency responders at the entrance to facilitate directing them to the specific location within the job site
- Notify senior leaders of the situation
- A senior leader will notify family members as established by affected worker
- A senior leader should accompany the affected worker to ER
- A senior leader should be identified to serve as the point of contact with the family, affected worker, medical providers, the insurance company, OSHA, and the press as appropriate.

#### **1.5.5.2.1 First Aid**

The company is committed to the safety and health of its employees; therefore, it follows several guidelines to insure the availability of first aid in its work places.

- First aid kits are provided, stocked and readily available to all employees. First aid kits are located in/at FIRSTAIKDLTLOCATION
- At a minimum each first aid kit will comply with ANSI Z308 Minimum Requirements for Workplace First Aid Kits.
- The first-aid kit will contain (minimum):

16	o Adhesive Bandages, 1"x3"	2	- Pair Exam Gloves
2	- Sterile Pad, 3" x 3"	1	- Scissors
2	- Trauma Pad, 5" x 9"	1	- Triangular Bandage, 40" x 40" x 56"
1	- Roller Bandage, 2" x 4 yds	6	- Hand Sanitizer, 0.9g
1	- Adhesive Tape 2.5 yd	10	- Burn Treatment, 1/32 oz
1	- Breathing Barrier	1	- Burn Dressing, gel soaked, 4" x 4"
1	- Cold Pack	10	- Antiseptic Applications 1/57 oz
1	- Eye Wash, 1 oz.	10	- Antibiotic Treatment Application, 1/57 oz
2	- Eye Covering	1	- First-aid Guide

Work sites are evaluated for distance from outside sources of prompt medical attention. If medical attention would require longer than 4 minutes to arrive in cases of severe injury, a person who has a valid certificate in first-aid training shall be made available.

- A communication system for the work site to contact emergency services shall be made available.
- A determination will be made as to whether or not 911 is available in the area of the work site. If not, the appropriate emergency numbers will be filled in on the Emergency Contact Poster.
- Where it is possible that the eyes of a person may be exposed to injurious corrosive materials, provision for flushing of the eyes shall be provided with the first aid kit.

### **1.5.5.3 Chemical Release**

- In the event of a fire or a chemical emergency, our policy is to immediately evacuate all employees from the section of the job site directly affected. Additional evacuation of the job site, whether partial or complete, is left to the discretion of the foreman or the shift supervisor.
- Evacuated employees must report in the Emergency Muster Location. The supervisor of each crew must take attendance to account for all personnel involved.
- Depending on the type and scope of chemical release, the emergency muster location may need to be changed. Employees should always muster in a location that is uphill and upwind of the release. The change must be clearly identified to all employees. When changed, a supervisor should monitor the original muster location to inform any employees who did not receive notification of the location change.

### **1.5.5.4 Weather**

#### **1.5.5.4.1 Tornado**

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and with no windows.
  - Hallways on the lowest floor away from doors and windows.
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
  - Stay away from outside walls and windows.
  - Use arms to protect head and neck.
    - Remain sheltered until the tornado threat is announced to be over.

#### **1.5.5.4.2 Flood**

- If indoors:
  - Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
  - Follow the recommended primary or secondary evacuation routes.
- If outdoors:
  - Reach to high ground and stay there.
  - Avoid walking or driving through flood water.
  - If car stalls, abandon it immediately and reach to a higher ground.

### **1.5.5.5 Electrical Outage**

- In the event of an electrical outage, emergency lighting should illuminate the job site. All employees should report in the emergency Muster Location. All employees should remain in the Emergency Muster Location unless the foreman or supervisor issues new instructions.

## **1.5.6 Emergency Contact Information**

For further explanation or more detailed information, a contact list providing names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan shall be established. Use the Emergency Contact Poster provided at the end of this program.

The Emergency Contact Poster must be posted conspicuously. It must be completely filled in including the complete job address for use in case of an emergency.

## **1.6 Training**

Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

All employees will be trained to specific location practices to ensure the safe and orderly emergency response.

### **1.6.1 Initial**

All employees will initially be trained on the emergency action plan through new hire orientation. A review of the emergency plans must be complete with each new employee prior to the employee beginning his/her duties within the job site. The supervisor is responsible for performing the review with new employees. Under no circumstances should a new employee be allowed to begin work without safety and evacuation training.

### **1.6.2 Refresher**

Refresher training will be administered when the following situations occur:

- Whenever designated employee's responsibilities or designated actions under the plan change
- Changes in the workplace or type of work being performed renders previous training obsolete
- When the plan is updated or revised
- Employee demonstrates inadequacies in their compliance, knowledge, understanding, or skill in performing the tasks properly

### **1.7 Reference**

OSHA Standard 29 CFR 1910.38

### **1.8 Appendix**

- Emergency Contact Poster

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#### ***Emergency Action Program***

**Contractor** - A non-company employee being paid to perform work within the facility.

**Emergency** - An unplanned event that could jeopardize the safety of the people or the property in our facility. An emergency can happen on or off site and either can impact the people or the property within the facility.

**Evacuation Location** - The location that employees, visitors and contractors report following an evacuation.

This program is a component of the FCA Safety Manual. Visit [www.finishingcontractors.org/resources/](http://www.finishingcontractors.org/resources/) to request your company's complimentary Safety Manual if your company has not yet done so.