

# EMERGENCY ACTION PLANS

# Emergency Action Plans

- The goal of an Emergency Action Plan is to protect all employees from injury in the event of a fire, severe weather, chemical release, etc.
- Each facility has an established Emergency Action Plan
  - Location Managers have access to the most current Emergency Action Plans found on the Parthenon Insurance Website



# Examples of Emergencies

- Fires
- Severe Weather
- Chemical Spills
- Accidents and Injuries
- Other catastrophic events



# EMPLOYEE RESPONSIBILITIES

- Ensure that all emergency exits and exit aisles in your area always have clear access.
- Participate in all Emergency Action Plan training sessions.
- Notify your Location Manager in the event of an emergency
- Follow all instructions for emergency evacuation including reporting to your designated congregate point as quickly as possible.
- Assure that contractors working in the area are guided to the Evacuation/Shelter Area
- Stay at the congregate location until instructed to go somewhere else



# Employees

- You are allowed to call 911 if you feel emergency services are needed. Don't assume someone else will call it in. Make sure you notify your location manager too.
- When notifying managers during an emergency, continue calling managers until you get ahold of someone.



# LOCATION MANAGER RESPONSIBILITIES

- Assure that all emergency exits and exit aisles in your area have clear access at all times.
- Assign key personnel to assist in shutting down main gas or electrical lines in the event of fire to prevent explosion.
- Assure that contractors and visitors are guided to the Evacuation/Shelter Area
- Perform a sweep of the area to ensure that all employees have left the area.
- Grab First Aid Kit/AED and Visitor Sign-In Book
- Perform head count.
- Notify Operations Manager and Safety Director



# LOCATION MANAGERS

- Coordinate with local emergency response units during emergency situations
- Providing the “All clear” and inform evacuated employees when it is safe to return to work. This decision will be based on guidance from the organization handling the emergency for the facility. (Fire Department Chief or the Weather Forecaster who initiated the severe weather warning, etc.)



# SAFETY DIRECTOR RESPONSIBILITIES

- Review program accuracy and make necessary updates.
- Provide and document training to all employees upon initial hire and annually.
- Coordinate Emergency Drills and Tours.
- Evaluate Emergency Rescue Services.
- Respond to any questions from employees about the program.
- Evaluate the workplace to determine what potential emergencies could develop.
- Assure the facility has adequate exit and emergency lighting



# Evacuation/Shelter Procedure

- Stay Calm
- In the event an evacuation order is issued, follow the emergency evacuation/shelter routes and proceed to the appropriate designated meeting area. On the way out notify everyone else in the area including employees, contractors and visitors.
- Everyone should attempt to shut down equipment and walk away from the area directly to the designated evacuation/shelter point.



# Evacuation/Shelter Procedure

- Location Managers are responsible for head count at the evacuation/shelter point and notifying of anybody not present.
- The Fire Department will be responsible for conducting search and rescue for missing persons.
- No one is allowed to re-enter the facilities until the all clear has been given by the Location Manager.

# Conclusion

- Emergencies can happen when we least expect them. Having Emergency Action Plans in place helps steer the response toward a favorable outcome.
- Your safety is your responsibility. Ensure you are keeping yourself safe and looking out for the people working around you.