

## Emergency Action Plan

OSHA requires the property to have an emergency action plan (EAP). This EAP addresses emergencies that the company expects may reasonably occur at any of its work sites. The EAP communicates to employees, policies and procedures to follow in emergencies.



### **Common Emergency Events**

**Medical** – A co-worker could have a medical emergency. It is important that you know where emergency numbers are posted or, if applicable, how to contact the on-site emergency responder/s.

**Chemical Spill** – Small chemical spills of non/low hazardous materials should be cleaned up with absorbent material while employees wear proper protective equipment. Large spills of hazardous chemicals can prompt the use of the evacuation plan. If there is a question about the safety of an area after a spill, evacuate immediately.

**Fire** – In the event of a fire, the employee(s) who identify the fire should remove themselves from the area and activate any fire alarm or identification system. This will start a safe evacuation of the building.

**Active Shooter** - Is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

### **Evacuation**

In the event of a situation that requires employees to vacate the area, it is important to trigger your facility's Evacuation Plan. There will be some type of audio warning that has been prearranged. Some sites will have a dedicated fire alarm with pull down fire alarm boxes, while others could use horns or intercom systems.

Once the alarm sounds you should:

- \* If possible, shut down any machinery.
- \* Leave through nearest available and safe exit out of the building. Keep in mind, some pathways could be blocked by fire. Do not use elevators during an emergency, exit through stairways.
- \* Shut fire doors behind you! They are designed to hold back a fire and prevent it from spreading.
- \* Go to the Designated Meeting Area.
- \* Do whatever you can to make taking attendance as easy as possible.

If you fail to make it to the designated meeting area for attendance, it will be assumed that you have not made it out of the building and fire professionals will be notified that you are still in the building. ***In the event of a fire, your safety is your number one concern.***

The **Fire Triangle** shows the ingredients needed for a fire. Oxygen, Fuel, & Heat. If you can take one of these three conditions out of the area, a fire cannot occur.

**Fire Prevention** While emergency procedures are very important, prevention is the key to fire safety. To prevent a fire, you must keep the three parts of the fire triangle separated whenever possible.