



# **g.c.g. risk management inc.**

11 BEACH STREET • NEW YORK, NY 10013 • (212) 431-3000

Copyright 1991

## **EMERGENCY ACTION PLAN**

### **Emergency Action Plan**

#### **Purpose**

OSHA's Emergency Action Plan (EAP) standard, found at 29 CFR 1910.38(a), requires the property to have a written emergency action plan (EAP). This EAP addresses emergencies that our company expects may reasonably occur at any of our work sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Under this plan, our employees will be informed of the plan's purpose, emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, who will rescue and medical duties, preferred means of reporting fires and other emergencies, evacuation routes, and the alarm system.

The Building Manager is the program coordinator who has overall responsibility for the plan. He will review and update the plan as necessary. Copies of this plan may be obtained in the Building Office.

If after reading this program, you find that improvements can be made, please contact the Building Manager. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

### **Emergency Escape Procedures and Assignments**

Our emergency escape procedures and assignments are designed to respond to many potential emergencies including:

1. Fires
2. Explosions
3. Chemical spills

Employees need to know what to do when they are the first persons to discover an emergency and when they are alerted to a specific emergency. The Building's Staff has developed procedures for responding to an emergency, depending on what the emergency is. The following guidelines apply to all EAPs:

1. All employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the supervisor must review with each employee, upon initial assignment, the parts of the plan, which the employee must know to protect the employee in the event of an emergency.
2. The training includes use of floor plans, which clearly show the emergency escape routes included in the Emergency Action Plan. The escape routes are posted in every elevator lobby.
3. As a matter of general practice, stairwells are the primary means for evacuation. Elevators are used only when authorized by a fire or police officer.
4. No employee is permitted to re-enter the building until advised by Fire Department personnel.
5. When the building is evacuated, employees are to meet across the street to the main entrance of the building.
6. The supervisor will conduct a head count once evacuation has been completed in order to determine that all employees have safely evacuated the building.

### **Emergency Reporting Procedures**

#### Rescue and Medical Emergencies

Rescue and medical aid may be necessary during emergencies. Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site. Call 911 or alert emergency personnel that are on site for medical emergencies. Notify the Building Manager when medical attention is necessary.

#### In the Event of a Fire

When a fire is detected, go to the nearest fire alarm station and activate the alarm by pulling on the lever. The alarms will activate the building's fire command

station and notify the local Fire Department. Learn the location of the fire alarms in your work areas.

#### Explosion or chemical spill

Notify your supervisor who will alert the appropriate building or emergency personnel.

### **Important Telephone Numbers**

- Local Fire Department **911**
- Fire, Ambulance, Police Department **911**

### **Training**

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of employees with a delayed evacuation of others may be necessary. We must be sure that employees know what is expected of them during an emergency to assure their safety.