

# Emergency Action Plan

0206500\_CP\_11\_18\_en\_A1.1



**Instructions:** Complete the emergency action plan template below. This plan template should include site specific details regarding the preparation and actions taken during emergency situations.

Project Location or office location:

Plan Author (print name):  Date:

## Objective

The objective of this Emergency Action Plan (EAP) is to assist in preparing Centennial employees and other affected personnel in managing emergency situations. This plan is intended to minimize injury and loss of life or resources by planning, maintaining necessary equipment and assigning emergency roles and responsibilities. This plan applies to most emergencies that may reasonably be expected to occur at this location.

Type of Emergency	How to Report (phone numbers)
Fire	
Explosion	
Weather	
Violence or Threat	
Chemical Spill / Leak	
Medical Emergency	
Other (list)	

## Assignment of Responsibility

Location / Project Site:

### A. Emergency Action Plan (EAP) Manager

(name),  (title)  
 (phone #)

will be designated as the EAP Manager and shall manage this EAP for this location. The EAP Manager shall also maintain all associated training records pertaining to this plan. The EAP Manager is also responsible for scheduling and conducting routine tests of the emergency notification system and periodic drills as necessary.

The EAP Manager is responsible to coordinate with local resources (police, fire department and other emergency service providers) to ensure that they are prepared to respond as detailed in this plan.

The EAP Manager will keep a list of all employees personal emergency contact information in a designated area for easy access in the event of an emergency. If an emergency occurs after normal business hours, the EAP Manager will coordinate designated individuals to contact all employees for pertinent messages and updates of future work status.

The EAP Manager shall notify,   
as soon as possible with information on employee injuries and/or loss of life, property damage, theft or other substantial losses.

**B. Emergency Action Plan (EAP) Coordinators**

Emergency plan coordinators are responsible for coordinating the procedures of this plan in their designated areas of responsibility. Emergency plan coordinators will account for employees under their supervision/responsibility after an evacuation has occurred and assist those who need additional help to evacuate.

In the event of an emergency situation, the emergency plan coordinator will ensure that all employees are notified as soon as possible using the building alarm system (or designated alarm system).

The emergency plan coordinators for this location are as follows:

<b>Project Location / Work Area</b>	<b>Coordinator Name &amp; Position</b>	<b>Phone Number</b>	<b>Alternate Coordinator</b>	<b>Phone number</b>

**Plan Implementation**

**A. Evacuation Routes**

Evacuation route maps shall be posted in designated work areas and primary arterial passageways within the facility. The following information is to be marked or indicated on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations
- Assembly/rally locations

In the event of an emergency requiring evacuation, the emergency plan coordinator will sound the alarm and provide instructions for evacuation. The alarm system shall provide warning for necessary emergency action. The alarm shall be capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions should be distinctive and might include horn blasts, sirens or even public address systems.

All employees will immediately evacuate the building to the designated assembly area for accountability.

The employee alarm system that has been established for this facility is as follows:

(Explain in detail the method of alarm that will be used to alert employees in the event of a fire or other type of emergency)

*Note: A copy of the facility evacuation plan / routes shall be attached to this plan.*

The assembly area(s) for this location is:

Primary Assembly Location	Alternate Assembly Location

All affected personnel will be trained on evacuation procedures upon initial hire, annually and whenever there is a change to this EAP.

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel (such as securing confidential/irreplaceable records or shutting down equipment). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment they have been assigned. Each of the following individuals has been trained in their responsibilities and limitations for their assigned role including when to abandon the operation or task.

*In no instance is a person to jeopardize himself/herself or others to secure records or other items if so doing would threaten his or her safety or life.*

Name	Property / Equipment to be Secured	Location of Property / Equipment	Estimated Time to Complete

**B. Accounting for Personnel After Evacuation**

Once an evacuation has occurred, EAP Coordinators will take accountability at the assembly area or alternate assembly area for personnel under their supervision/responsibility and report accounted/unaccounted employees to the EAP Manager.



*Note: The number of designated responders depends on the size of the facility and the number of employees who work at that location. Larger facilities should have at least two responders per floor and at least one alternate. Smaller facilities may designate one responder and one alternate.*

#### **F. Re-entry After Evacuation**

Once the facility has been evacuated, no Centennial personnel may ever re-enter the facility for any reason. Re-entry may endanger personnel and create confusion and hazards for trained rescue personnel.

#### **G. EAP Training**

Training is provided for Centennial employees when:

- The EAP is developed and implemented
- Responsibilities included in the EAP change
- New employees are hired or transferred
- At least annually

The specific items reviewed during training include but are not limited to:

- Emergency escape procedures
  - Escape route assignments
  - Fire extinguisher locations and training
  - Procedures to account for employees
  - Major workplace fire hazards
  - Employee training programs
  - Fire prevention practices
  - Means of reporting fire and other emergencies
  - Alarm system(s)
  - Proper housekeeping
  - Emergency action plan availability
  - Hazardous Weather Procedures
  - Medical Emergencies
  - Any other emergency procedures needed for this facility (bomb threat, workplace violence, etc.)
  - FA Kits and AED location and training
- Emergency drills for fire, evacuation, tornado, medical, etc. will be conducted at least annually. All Centennial employees are expected to participate to ensure they know exactly what to do should an emergency situation arise.