

# EXAMPLE

## COMPANY NAME/INFORMATION

### Emergency Response Plan

**Date Created:**

**Review or Revision Date:**

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#### A. Purpose

- ❑ To serve as the written emergency response plan for the **(INSERT COMPANY NAME HERE)** facility.

#### B. Scope

- ❑ This procedure applies to emergencies including fire, medical, hurricane, flood, tornado and earthquake. These actions outline minimal requirements as outlined under OSHA 1910.38 Employee Emergency Plans

#### C. Responsibilities

- ❑ Senior management: establish a work environment which provides for the safety of employees including the development of plans to deal with emergencies. Also to ensure that employees are provided the responsibility, training, equipment and means to follow these procedures. The EHS management audit process should identify any deficiencies in the emergency response plan and provide means to monitor for corrective actions.
- ❑ Local manager: ensure that every employee working in this facility is aware of and trained in emergency response procedures and are made accountable that procedures are followed. Local management is also responsible for ensuring that site maps are developed and posted throughout the facility. Site maps should show emergency evacuation routes and locations of fire fighting equipment, fire alarm pull stations (if available), exit doors, chemical storage areas, eye wash stations, spill cleanup kit locations and primary/secondary evacuation assembly areas.
- ❑ Employee: responsible to follow requirements of the plan and to inform supervision of deficiencies or areas for improvement.

## D. Procedures

### □ Means of Reporting an Emergency

1. Employee will report an emergency by verbally alerting other employees in the office and warehouse/parts store areas. If an alarm system is used onsite, it must meet requirements under OSHA 1910.165.
2. Persons reporting an emergency should describe the nature of the emergency and its location.

### □ Notification of Emergency Response Agencies

1. Senior onsite management will make notification to local emergency response agencies: **LAW: 911 and local Law Enforcement**  
**Fire: 911 and local Fire Dept**  
**Ambulance: 911 and local #**  
**Hospital: local Facility Phone #**  
Radio Station: local frequency # **281-588-4200 (Clear Channel)**
2. Emergency telephone numbers must be readily available to personnel and be placed on phone lists, preferably on or near telephones.

### □ Incident Leaders & Key Roles

1. The following people will serve in specific incident leadership roles during facility emergencies:

| Role                                 | Primary Name & Phone | Alternate Name & Phone |
|--------------------------------------|----------------------|------------------------|
| Incident leader                      |                      |                        |
| Communications (internal & external) |                      |                        |
| Roll call coordinator                |                      |                        |

2. Roles and responsibilities of key personnel will be reviewed annually.

### □ Emergency Evacuation Routes & Procedures

1. Emergency evacuation routes showing exits shall be posted in conspicuous locations throughout the building.
2. The primary outside assembly point is located: **(INSERT LOCATION HERE)**
3. The secondary assembly point is located: **(INSERT LOCATION HERE)**

### □ Provisions for Accounting of Personnel

1. In the event of an emergency where there is potential for trapped or missing personnel, the roll call coordinator is responsible to account for these people.
2. The incident leader shall make contact with the roll call coordinator to determine if all employees are accountable. In the event any person(s) are not accounted for, the roll call coordinator will check the secondary assembly point and other groups to attempt to locate each person.
3. The roll call coordinator will be responsible to bring an employee list to help in accounting for employees.
4. Any missing persons will be reported to the incoming municipal emergency response team upon arrival. Under no circumstances will Distribution employees be allowed to enter an emergency area to locate or rescue missing persons.

□ Actions for Specific Emergencies

**FIRE**

1. Employee should immediately announce a fire emergency verbally or by the alarm system.
2. Senior management or a designated person should immediately alert the area fire department.
3. If fire is in the incipient stage (small & in initial stage), only trained employees may, but not required to, attempt to extinguish it with a hand-held fire extinguisher.
4. Upon hearing the fire alarm, employees should leave the building by the nearest exit. This should be in a quick, but not running, manner. In the event the route to the nearest exit is blocked by fire or some other condition, employees should proceed to the nearest alternate exit.
5. Supervisors/managers should scan the area to ensure employees are leaving, however they should not remain behind in a manner which will place them in danger.
6. Employees should proceed to the designated outside assembly area.
7. Roll call coordinator should account for employees and report to the incident leader.
8. No employee shall re-enter the building until the "all clear" signal is given.
9. The incident leader or designee should establish a base-area (more likely in the parking lot) & arrange to meet incoming emergency response personnel and appraise them of current conditions and accountability of all employees and visitors.
10. In the event a sprinkler system was tripped during the fire, this system must be placed back to its normal operating condition as soon as possible.

**CHEMICAL SPILL**

1. The initial response to any chemical spill or release is to protect our employee's health & safety and the environment. Spill response stages will focus on material identification, containment and appropriate clean-up practices.
2. Prior to handling chemical spills, employee hazard communication training and familiarity with material safety data sheets (MSDS) are required.
3. Spills are defined as the escape of oil, coolant, acids, cleaners or other chemical substances from ordinary containers managed in the course of storage, transfer, or use. Spills are defined as Level A or Level B based on the nature of chemical spilled, capability of clean up and quantity of spill.
4. **Level A** spill requires the following response:
  - a. Employee notifies supervision immediately of discovered or suspected release.
  - b. Level A spills are considered chemicals that are known, can be readily and safely contained and cleaned up within 2 hours. As a rule of thumb, a chemical spill of *1 gallon or less* would qualify for this level of response.
  - c. Without risk or injury, take defensive measures to stop the spill source using the Spill Kit onsite. Be sure to use gloves and safety glasses/goggles as personal protective equipment.

- d. Use absorbent material from the Spill Kit to dike the area around the spill to prevent further spreading. Be alert to liquids approaching floor drains or outside manholes or sewer drains and plug if necessary.
  - e. Line Spill Kit bucket with disposal bag and place spill waste into bucket. Label bucket with contents and date.
  - f. Contact a local Safety-Kleen branch or other environmental services contractor for appropriate disposal of waste.
  - g. Complete spill report (attached) & send to EHS manager and Regional Director of Operations .
5. **Level B** spill requires the following response:
- a. Same notification process as Level A
  - b. Level B spills normally exhibit uncertainty for providing an in-house safe and properly managed clean up effort and generally contains *greater than 1 gallon* of chemical spilled.  
In cases of non-emergency, notify Safety-Kleen or a local environmental services contractor to conduct the spill clean up and manage the disposal activities. Any refrigerant release must be communicated to the Regional Operations Manager (INSERT NAME) immediately at (INSERT PHONE #) for possible regulatory agency notification.
  - c. Rope off area of spill and direct traffic/people away from vicinity. Take pictures if possible. Evacuate building or specific areas of the building in conditions which may cause harm or injury.
  - d. In cases of catastrophic or emergency events, notify the local municipal or community fire department at 911 or (INSERT LOCAL AUTHORITY)
  - e. Complete spill report, contact the Regional Operations Manager (INSERT NAMES/NUMBERS HERE) within 2 hours of incident for possible regulatory reporting purposes.

## **MEDICAL**

- 1. In event of a medical emergency, verbal notification should be made to the office personnel.
- 2. First-aid should be provided only by trained and certified personnel.
- 3. The incident leader will designate someone to stand outside and direct the ambulance to the incident scene.
- 4. Following the emergency, if necessary, blood contamination clean up will be managed by trained, qualified personnel.
- 5. An incident investigation report must be completed immediately as required under EHS procedures.

## **TORNADO**

- 1. A tornado WATCH is issued by the National Weather Service when tornados are possible in the area. Be alert for approaching storms. A tornado WARNING is issued when a tornado has been sighted or indicated by weather radar.
- 2. Signs of danger may include: an approaching cloud of debris, no winds and air becoming very still or occurrence near the trailing edge of a thunderstorm.

3. *During the tornado, if inside* – go to basement or to an inside hallway or interior room at the lowest level; get away from windows; get under sturdy furniture & hold on to it; use arms to protect head and neck. The designated area(s) to assemble is located at (fill in location)
4. *During the tornado, if outside* - if possible get indoors; if not, lie in a ditch or low-lying area or crouch near a strong building; use arms to protect head and neck.
5. *During a tornado, if in a car* – never try to out drive; get out of vehicle immediately & take shelter in a building; if no time to get indoors, exit vehicle & lie in ditch or low-lying area away from vehicle; be aware of potential for flooding.
6. *After tornado* – check for any gas leaks; look for electrical system damage; check for sewage & water line damage. Report any damage to: (INSERT NAME)

## **EARTHQUAKES**

1. Earthquakes strike suddenly, violently & without warning. Safe areas within the building to assemble are located at (fill in location)
2. *During earthquake, if inside* – take cover under heavy furniture or against an inside wall and hold on; stay inside until conditions are clear.
3. *During earthquake, if outside* – move into the open, away from buildings, street lights and utility poles.
4. *During an earthquake, if in a vehicle* - stop quickly & stay in vehicle; move to a clear area away from buildings, trees, overpasses or utility wires.
5. *After the earthquake* – proceed with caution; avoid bridges or ramps that might have been damaged by the quake; be prepared for aftershocks; use telephones only for emergency calls; open cabinets/doors carefully; look for electrical, utility and water damage.

## **FLOOD & FLASH FLOOD**

1. A flash flood WATCH means flash flooding is possible in your area. A flash flood WARNING means a flash flood is occurring or will occur in your area.
2. *In flash flood watches* - move furniture, equipment & valuables to higher surfaces or upper floors if possible; be alert to evacuate on a moments notice.
3. *In flash flood warnings* – listen to local radio information & be ready to evacuate if told to do so (act quickly).

## **HURRICANE**

1. A hurricane WATCH means conditions are possible in a specific area usually within 36 hours.
2. A hurricane WARNING means conditions are expected in a specific area usually within 24 hours.
3. In hurricane conditions, listen to local radio or TV for up-date information
4. Prepare to bring inside any furniture, outdoor ornaments, drums/containers or other items that could be picked up by winds.
5. If not advised to evacuate or leave the facility, stay indoors & keep away from windows.
6. Be alert to tornados & if present, go to (INSERT LOCATION HERE)

- ❑ Training
  1. All employees must be trained on components of the Emergency Response Plan.
  2. New or transferred employees will be trained during new employee orientation.
  3. Each supervisor is responsible that their employees are properly trained in the plan & that employees are aware of the nearest exit in their work area.
- ❑ Mock Drills
  1. Mock drills will be conducted at least annually. It is the responsibility of the local senior manager to ensure drills are conducted.
  2. Drills should be pre-announced, but employees should not know the exact time of the drill.
- ❑ Post Incident Review
  1. Following drills and emergencies, a post incident review shall be conducted to focus on events and actions that can improve the process and plan.
- ❑ Key Person Contact List
  1. A list of key facility personnel and telephone numbers should be prepared, posted and updated as necessary. This list can be found (insert location)

| Name | Work Number | Home Number |
|------|-------------|-------------|
|      |             |             |
|      |             |             |
|      |             |             |
|      |             |             |
|      |             |             |

**Note:**

Employees are required to receive proper training (see code noted below).  
Documentation for personnel training should be kept with your EP Plan.

**406.1 Employee training required**

Where fire safety and evacuation plans are required by Section 403, employees shall be trained in fire emergency procedures based on plans prepared in accordance with Section 404.

**406.2 Frequency.**

Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and not less than annually thereafter. Records of training shall be maintained.

**406.3 Employee training program.**

Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.4.

- ❑ Plan review
  1. This plan should be reviewed at least every 1 year to assure its accuracy and appropriate application.
  2. In addition, this plan should be updated whenever changes are made at the facility or whenever responsibilities change which may affect implementation of the plan.