1. Individual EAP's

SCS
S.C. SWIDERSKI LLC

EMERGENCY ACTION PLAN

PROPERTY NAME: _____ PROPERTY ADDRESS: _____

MEDICAL EMERGENCY/FIRST AID

IMMEDIATE LIFE SAFETY INCIDENT

1. **Call 911.** Provide the victim's name, location, and condition.
2. Move victims ONLY if danger is imminent.
3. If safe, administer first aid to the victim until EMS arrives.
4. Have additional staff waiting in location to meet EMS and escort to scene.
5. **When EMS arrives, non-essential personnel must immediately clear the area. Overcrowding of the scene may hinder rescue and medical transport efforts.**
6. Notify Safety and Compliance Manager and Human Resources Manager. Remind all staff that the Chief Executive Officer will provide responses to media.
7. If necessary, Human Resources will contact employee's emergency contacts.
8. If necessary, the Chief Executive Officer will respond to media.
9. Complete incident or accident report immediately. Located in the Safety Portal.

MINOR MEDICAL / NON-EMERGENCY INCIDENT

1. Administer first aid if necessary.
2. If necessary, Human Resources will contact employee's emergency contacts.
3. Complete incident or accident report immediately. Located in the Safety Portal

FIRST AID KIT LOCATIONS: _____

FIRE/EXPLOSION EVACUATION

DESIGNATED EVACUATION POINT:

_____

1. Evacuate immediately when the alarm is heard.
2. Close office doors and turn off lights as employees leave.
3. Proceed to the nearest exit; use stairs, not an elevator.
4. Assist anyone with a disability.
5. **Call 911 when safe.**
6. Account for all individuals. Report any missing staff immediately.
7. **Return to building only when an "ALL CLEAR" message is received from emergency personnel.**
8. If injuries occur, see **Medical Emergency / First Aid** protocol.
9. Complete incident or accident report immediately. Located in the Safety Portal
10. If necessary, Human Resources will contact employee's emergency contacts.
11. If necessary, the Chief Executive Officer will respond to media.

TORNADO/SEVERE WEATHER

1. Seek shelter on the lowest level of the building. Shelter in interior rooms away from windows and glass.
2. Monitor the local weather
3. If outdoors, shelter in a ditch.
4. Account for your co-workers.
5. Account for all individuals. Report any missing staff immediately.
6. **Wait for "ALL CLEAR" message.**
7. If injuries occur, see **Medical Emergency / First Aid** protocol.
8. Complete incident report as soon as it is safe to do so. Located in the Safety Portal.
9. If necessary, Human Resources will contact employee's emergency contacts.
10. If necessary, the Chief Executive Officer will respond to media.

HAZARDOUS MATERIAL RELEASE

1. Evaluate level of hazardous material exposure including type of chemical, size and possible exposures
2. **Call 911 if necessary.**
3. Avoid direct contact with material
4. Turn off HVAC systems
5. Seal vents, windows and doors if possible
6. Evacuate the area or building. **Keep employees, sub-contractors and tenants away from the area until the "ALL CLEAR" message has been received from emergency personnel.**
7. Document procedure used for clean-up and disposal and file in Human Resources office; additional reporting will be handled with the appropriate agency if required
8. If injuries occur, see **Medical Emergency / First Aid** protocol.
9. Complete incident report immediately. Located in the Safety Portal
10. If necessary, Human Resources will contact employee's emergency contacts.
11. If necessary, the Chief Executive Officer will respond to media.

BOMB THREAT

PHONE THREAT

1. Remain calm.
2. Keep the caller on the line as long as possible. Be polite, show interest to keep them talking.
3. If possible, signal or pass note to staff to listen and **CALL 911** and notify Operations Manager / HR
4. Write down as much information as possible.
   a. Caller ID
   b. Exact wording of threat
   c. Type of voice or behavior
5. Record call if possible.

THREAT ASSESSMENT

All threats should be carefully evaluated. One must

ACTIVE SHOOTER/KILLER

THIS IS AN EXTREMELY DANGEROUS SITUATION AND SHALL BE HANDLED BY LAW ENFORCEMENT.
YOUR FIRST PRIORITY IS LIFE SAFETY.
CALL 911 WHEN SAFE.

1. If shots are heard, inform employees to evacuate if possible or go into lockdown according to Lockdown Procedures.
2. Identify source and location as best you can, while remaining safe. Who is the shooter? How many shooters are there? Direction of travel?
3. **CALL 911 WHEN SAFE.**
4. Initiate the Lockdown Procedure over company paging system.
5. If evacuating, meet at Evacuation Site*
6. If necessary, Human Resources will contact the employee's emergency contacts.
7. If necessary, the Business Development Manager will respond to the media.
8. Complete accident reports immediately. Send it to the Human Resources Manager within 24 hours to file.

LOCKDOWN / EVACUATION IF YOU ARE INSIDE BUILDING

1. Evacuate immediate area away from threat.
2. Immediately evacuate the building if possible. Utilize Evacuation Site*.
3. Hide and barricade if escape is not possible.
   a. Lock and barricade doors.
   b. Turn off lights.
   c. Move out of site from windows and doors.
   d. Silence mobile devices and remain quiet.
4. When secure and safe, place lockdown placard in window or slide under door to indicate condition.
   a. Red "X" side out to indicate critical injury
   b. Green "///" side out to indicate safety



5. If injuries occur, see **Medical Emergency / First Aid** protocol. Only provide assistance if the scene is clear and secure.
6. Remain in lockdown mode until further notice from law enforcement personnel. **OPEN DOOR TO LAW ENFORCEMENT ONLY AND REQUIRE THEM TO IDENTIFY THEMSELVES BEFORE EXITING THE LOCKDOWN LOCATION. FOLLOW INSTRUCTIONS FOR EVACUATION.**
7. Establish Communications and Control/Command.
8. Establish evacuation staging area at Evacuation Site*.
9. Reassemble at Evacuation Site* and verify that all staff are accounted for. Report any missing staff immediately.
10. Setup Notification Site and use news and social media channels to broadcast location of the Notification Site.
11. Cooperate and assist with investigation efforts if required by law enforcement.
12. **Return to site when an "ALL CLEAR" message is issued from law enforcement personnel.**

LOCKDOWN / EVACUATION IF YOU ARE OUTSIDE OF BUILDING

1. Immediately evacuate property and utilize Evacuation Site*
2. **CALL 911 WHEN SAFE.**
3. If injuries occur, see **Medical Emergency / First Aid** protocol. Only provide assistance if the scene is clear and secure.
4. Establish Communications and Control/Command.
5. Establish evacuation staging area at Evacuation Site*.
6. Reassemble at Evacuation Site* and verify that all staff are accounted for. Report any missing staff immediately.
7. Setup Notification Site and use news and social media channels to broadcast location of the Notification Site.
8. Cooperate and assist with investigation efforts if required by law enforcement.
9. **Return to site when** an **"ALL CLEAR" message is received from law enforcement.**

OFF-SITE *EVACUATION SITE:

Location Name: _____

Address: _____ Phone: _____

MOU on File? Y or N

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