

Emergency Action Plan (EAP)



EMERGENCY ACTION PLAN

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MEDICAL EMERGENCY/FIRST AID

IMMEDIATE LIFE SAFETY INCIDENT

1. **Call 911.** Provide victim's name, location, and condition.
2. Move victim **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 scene may hinder rescue and medical transport efforts.**
6. Notify the Safety and Compliance Manager and the 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

1. Evacuate immediately when 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.

DESIGNATED EVACUATION POINT: _____



TORNADO/SEVERE WEATHER

1. Seek shelter on lowest level of the building. Shelter in interior rooms away from windows and glass. Utilize the interior offices on the lower level if possible.
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 Safety 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 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 employee's emergency contacts.
7. If necessary, the Chief Executive Officer will respond to media.
8. Complete incident reports as soon as it is safe to do so. Located in the Safety Portal.

LOCKDOWN / EVACUATION IF YOU ARE INSIDE BUILDING

1. The "Active Shooter" announcement will be engaged notifying employees to initiate the lockdown procedures.
2. Evacuate inner perimeter away from threat.
3. Immediately evacuate building if possible. Utilize Evacuation Site*.
4. Hide and barricade if escape is not possible.
 - a. Lock and barricade doors.
 - b. Turn off lights.
 - c. Cover office interior windows if possible.
 - d. Move out of site from windows and doors.
 - e. Silence mobile devices and remain quiet.
5. 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
6. If injuries occur, see **Medical Emergency / First Aid** protocol. Only provide assistance if scene is clear and secure.
7. 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 LOCKDOWN LOCATION. FOLLOW INSTRUCTIONS FOR EVACUATION.**
8. Establish Communications and Control/Command.
9. Establish evacuation staging area at Evacuation Site*.
10. Reassemble at Evacuation Site* and verify that all staff is accounted for. Report any missing staff immediately.
11. Setup Notification Site and use news and social media channels to broadcast location of the Notification Site.
12. Cooperate and assist with investigation efforts if required by law enforcement.
13. **Changes in lockdown condition will be provided over the company paging system. Return to offices 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 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 is 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 offices when an "ALL CLEAR" message is received from law enforcement.**

OFF-SITE *EVACUATION SITE: _____