

Emergency Action and Fire Safety Plan

Updated by: _____

Date: _____

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General Information

Company and Property Information

Name	
Address	
City, state, ZIP Code	
Phone Number	
Fax Number	

Property Owner	
Address	
City, State, Zip Code	
Fax Number	

Property Manager (If applicable)	
Address	
City, State, Zip Code	
Fax Number	

Number of Floors (Specify any Sub- levels)	
Fire Alarm System (Y/N)	
Sprinkler System (Y/N)	
Backup Generator (Y/N)	
Knox Box (Y/N)	
Elevator Key Location	

Essential Personnel Contact Numbers

Primary Contact name	
Title	
Phone number	Cell: _____ Home: _____
Fax number	
E-mail address	

Secondary Contact name	
Title	
Phone number	Cell: _____ Home: _____
Fax number	
E-mail address	

Additional Contact Names and Numbers

Name and Number	Cell: _____	Home: _____
Name and Number	Cell: _____	Home: _____
Name and Number	Cell: _____	Home: _____
Name and Number	Cell: _____	Home: _____
Name and Number	Cell: _____	Home: _____
Name and Number	Cell: _____	Home: _____
Name and Number	Cell: _____	Home: _____

Utility and Emergency Contact Numbers

Power Company	
Gas Company	
Water Utilities	

Always call 911 for an emergency, do not call your local station.

Fire Department	911
Police Department	911
Emergency Medical Services	911
Non-Emergency Number 24/7	385-5000

Alarm Monitoring Company (Update frequently)	
Phone Number	
Fire Service Contractor (Update Frequently)	
Phone Number	
Misc. Services	
Phone Number	

Site Plan

The site plan should be inserted on this page or directly following this page. The site plan depicts the following (if applicable):

- Alarm panel Location
- Annunciator Location
- Sprinkler Room
- Extinguisher Location(s)
- Evacuation Routes
- Assembly Areas
- Areas of Refuge

Responsibilities

Director/Department Head/Primary Emergency Coordinator (or a designee)

- Responsible for the review and implementation of this plan.
- All emergencies will be reported to the Director/Department Head/Primary Emergency Coordinator.
- Will be the primary contact on scene for emergency personnel.
- Responsible for ensuring that employees are trained in this plan and other appropriate emergency procedures.
- In the event of an emergency Director/Department Head/Primary Emergency Coordinators will assemble with other essential personnel at a set predetermined location.
- Will take a roll call of all personnel and account for all personnel.
- Responsible for communicating with Emergency Team Members and Employees using predetermined communication methods, i.e. radios, cell phones, internal PA systems.

Emergency Team Members

- Responsible for reading and understanding this plan.
- Will follow all procedures in the event of an emergency.
- Will follow and understand all communication procedures.
- Responsible for completing or assigning essential tasks during an emergency. Will communicate directly with the Director/Department Head/Primary Emergency Coordinator.

Employees

- Responsible for reading and understanding this plan.
- Responsible for attending assigned training.
- Following all procedures in the plan.
- Responsible for assisting patrons and other personnel with the evacuation of the building.

All personnel should exercise sound judgment during an emergency, if conditions warrant an immediate evacuation, please do so immediately. Do not delay evacuation to mitigate any hazardous conditions that constitute an immediate danger to life or health.

Response Procedures for Emergencies

Fire Emergencies

1. If you discover a fire, you should activate the Fire Alarm System.
2. From a safe location call the Fire Department (911). Give the nature and location of the fire. DO NOT HANG UP UNTIL 911 STAFF HAVE ALREADY HUNG UP!
3. Evacuate the building utilizing the escape routes outlined in this Plan. You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed but not locked upon evacuating. DO NOT use elevators unless directed by emergency personnel.
4. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist those individuals in evacuating the building, if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.
5. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.
6. Use a fire extinguisher, if feasible to do so without jeopardizing personal well-being.
 - Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
 - When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
 - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire
 - Remember the acronym P.A.S.S.
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the discharge handle.
 - Sweep from side to side.
 - If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the Building Emergency Coordinator who will notify the Fire Department Officer in Charge.
 - Once out of the building, gather at ENTER PRIMARY ASSEMBLY POINT to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at ENTER SECONDARY ASSEMBLY POINT. Zone Monitors and/or the Building Emergency Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not leave the assembly area, either to re-enter the building, go to another area of campus or leave the campus, until advised to do so by the Building Emergency Coordinator.

Response Procedures for Emergencies

Alarm Activation

1. All Alarms are considered to be emergency activations until proven otherwise. There are no false alarms; all occupants other than essential personnel will be directed to evacuate the structure.
2. Under no circumstances should the alarm be silenced prior to the arrival of the Fire Department.
3. Assigned personnel can investigate the source of the alarm if conditions are safe. If conditions are hazardous the employee will evacuate the area immediately.
4. Report the conditions found to the Director/Department Head/Primary Emergency Coordinator on duty.
5. Escort emergency personnel to the location of the alarm if necessary.
6. Once the all clear has been given by Fire Department personnel the alarm may be silenced and reset.
7. If the system cannot be returned to normal operation a Fire Watch will begin upon the direction of the Fire Department. A log will be kept of the Fire Watch and will be available to the Fire Department upon request.

Response Procedures for Emergencies

Medical Emergency

1. If the individual is unconscious:

- Call an ambulance (911). When reporting the emergency provide the following information.
 - Type of Emergency
 - Location of the Victim
 - Condition of the Victim
 - Any dangerous conditions

Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual. Only personnel currently trained in CPR and First Aid should provide medical attention prior to the arrival of emergency services.

2. If the individual is conscious:

- Call for an ambulance (911) if requested by the individual. When reporting the emergency provide the following information:
 - Type of Emergency
 - Location of the Victim
 - Condition of the Victim
 - Any dangerous conditions
- If the individual does not request an ambulance, then assist the individual, in the form of transportation, to the proper medical treatment facility.

3. If personnel trained in First Aid are not available, as a minimum employees may attempt:

- Stopping the bleeding with firm pressure on the wound(s) while still avoid direct contact with any bodily fluids. Proper protective equipment should be utilized if available.
- Clearing the air passage using the Heimlich Maneuver if a person is exhibiting obvious signs of choking.

4. When an ambulance is called for ask a fellow staff employee or the Building Emergency Coordinator to wait outside the building to flag the ambulance down and direct the emergency personnel to the location of the injured individual.

Response Procedures for Emergencies

Severe Weather and Natural Disasters

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.

Response Procedures for Emergencies

- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.

If shelter is not available:

- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.

Response Procedures for Emergencies

- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Response Procedures for Emergencies

Hazardous Materials Incident

- Immediately notify the designated official or Emergency Coordinator.
- Call the Fire Department and/or a local spill cleanup company (if arrangement has been made) to perform a large chemical spill cleanup.
- Review the general spill cleanup procedures.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.). Deal with the spill in accordance with the instructions described in the MSDS while wearing the proper PPE. Do not attempt to clean the spill unless trained to do so.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering and alert other site personnel.
- Attend to injured personnel and call the medical emergency number, if required.
- Evacuate building as necessary
- If a medical emergency is created due to the hazardous material incident, then follow the procedures for Medical Emergencies and inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.

Response Procedures for Emergencies

Bomb Threats

- Remain calm - In the event of a telephonic threat, the employee receiving the call must remain as calm as possible.
- Attempt to keep the caller on the telephone as long as possible.
- Use Telephone//Bomb Threats form and record the caller's exact words - A special effort should be made to obtain the information on the attached form.
- Immediately Make Notifications – The member who receives a bomb threat call shall contact 9-11 (or 9-911).
- Notify – Supervisors and Emergency Team Members.

Evacuation Instructions:

- The decision to evacuate shall be the responsibility of the Director/Department Head/Primary Emergency Coordinator (or a designee) and/or by the Public Safety responders on scene. Follow instructions as they are given by the 9-1-1 center, police, or fire personnel. In the event that decision is made:
 - - An announcement that the building is being evacuated shall be made over the paging system (or however your business would do this)
 - Employees shall close all doors, leaving them unlocked.
 - Elevators shall not be used.

When the evacuation order is given:

- Desks and work areas shall be cleared of any confidential and important papers;
- Computers logged off
- Drawers to desks and file cabinets will be closed
- Cash and money instruments shall be secured
- Exit doors shall be closed, but not locked.

In a calm and orderly manner, all persons shall move toward prearranged evacuation routes, making sure that all visitors accompany employees. All persons shall leave the building at ground level, proceed at least 300 feet from building and not hinder Public Safety personnel and other emergency services activities.

Response Procedures for Emergencies

Remain calm, listen carefully and do not interrupt the caller. Try and obtain the answers to the following questions to the best of your ability while the caller is still on the line. Immediately contact 911 or 9-911 to report all threats received.

YOUR NAME: _____ Date Received _____

Time Received _____ AM / PM

Telephone # of caller (If obtained through caller ID) _____

Telephone extension where call was received _____

Person or area threatened _____

Location of bomb _____ Detonation time _____ AM / PM

CALLER'S IDENTITY:

Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

BOMB THREAT CHECKLIST

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other		
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Not Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Race		<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machines	<input type="checkbox"/> Airplanes
				<input type="checkbox"/> Street	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Atmosphere

Caller's Exact Statement:

Did caller have knowledge of facility? Yes _____ No _____

Explain: _____

IMMEDIATELY CALL 911 or 9-911 TO REPORT ALL THREATS AND NOTIFY YOUR SUPERVISOR

Emergency Prevention Tips

The following tips when followed will help reduce emergencies:

Smoking:

- Careless smoking is a major cause of fire. To minimize this potential fire ignition source, a “NO SMOKING POLICY” is strongly encouraged.

Trash Accumulation:

- The accumulation of trash generated in the course of the workday provides an environment conducive to the spread of fire. In order to reduce this potential risk the following steps are to be considered.
- All combustible waste material should be kept at least six (6) feet from any heat source. Heat sources would include such things as water heaters, furnaces, etc.
 - All trash containers for combustible materials should be dumped at the end of the shift.
 - Special attention should be given to the location of paper recycling containers.
- Improper Storage of Combustible and Flammable Materials: Improper storage of materials can contribute to the ignition and spread of fire. To reduce this risk the following procedures are to be followed.
- All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they are to be stored in an approved safety can which is properly labeled and meeting the requirements of the MU Hazardous Waste Management Program.
- Do not store flammable or combustible materials near a heat source. If in doubt of storage requirements, consult the label, the appropriate material safety data sheet or contact EHS.

General Housekeeping:

- One of the simplest ways to prevent emergencies is to conduct a good general housekeeping of your workspace, office, and building on a frequent basis. This includes but is not limited to:
- Ensuring that doorways, stairways, Fire Department connections, fire extinguishers, fire alarm pull boxes, and emergency exits are not blocked by boxes, furniture, etc.
- Keep corridors and stairways free of clutter
- Computer and electrical cables are kept organized to prevent clutter
- Frayed electrical cords should be discarded