

## Emergency Action Plan

Within this document is a model Emergency Action Plan for you to develop after you have performed your risk assessment and gathered key individuals to maintain responsibility in development, implementation and training of the plan.

Some key ideas to remember in development:

- Take a moment to imagine that there is an emergency such as a fire or hurricane and you need to leave quickly. What are the best escape routes from your resort from key areas? Find at least two ways out of each room. Next, write it down and you've now got the beginning of a plan.
- Pick a place to meet after a disaster. Designate two meeting places. Choose one right outside in case of a sudden emergency, such as a fire. The second place you choose needs to be outside of your surroundings in the event that it is not safe to stay near or return to the premises.
- Choose an emergency contact person outside your area because it may be easier to call long distance than locally after a local/regional disaster. Take a minute now to call or email an out-of town staff member or Board member to ask him or her to be your resort's designated contact in the event of an emergency.

As you start the development of your company's plan , you should perform a risk assessment. *(see table below)*

[Risk Assessment Table](#)

# EMERGENCY ACTION PLAN (EAP)

FOR

COMPANY NAME  
ADDRESS

<b>Prepared by:</b>	
<i>Contact Name</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<b>Last Revision Date:</b>	
<b>Location of Plan:</b>	
<i>Originals to be kept on file by:</i>	

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Signature

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Date

## Policy and Organizational Statements

- Identify the goals and objectives for the emergency response plan.
- Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and guests, provide first aid, etc.)
- Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.)

**(State your company name and location)**

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# EMERGENCY ACTION PLAN (EAP)

## Evacuation Plan

*Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.*

Employees will be warned to evacuate the building using the following system:	
Customers/visitors will be notified and instructed to evacuate the building using the following system:	
Employees and visitors should assemble at the following location for accounting by the evacuation team:	

*(Post a map showing the location(s) in a conspicuous location for all employees and visitors to see.)*

Person who will bring the employee roster and guest roster to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured.	
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Evacuation Team	Name/Location
Evacuation Team Leader	
Floor Wardens(one for each floor)	
Searchers (one per floor)	
Stairwell and Elevator Monitors	
Aides for Persons with Disabilities/Animals	
Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured.	

# EMERGENCY ACTION PLAN (EAP)

## Severe Weather/Tornado Sheltering Plan

*If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.*

Shelter-In-Place Team Assignments	Name/Location
Team Leader	
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services	
Persons to direct personnel and guests outside to enter the building	
Persons to direct employees and guests inside to designated tornado shelter(s)	

### ***Tornado Warning System & Tornado Shelter Locations***

Location of tornado warning system controls	
Location of tornado shelters	

## Shelter-In-Place Plan

*If warned to "shelter-in-place" from an outside airborne hazard, a warning should be broadcast and all employees and visitors should move to shelter.*

Shelter-In-Place Team Assignments	Name/Location
Team Leader	
Direct personnel and visitors outside to enter the building; then close exterior doors	
Shutdown ventilation system and close air intakes	
Move employees and guests to interior spaces above the first floor (if possible)	
Person to monitor news sources for updated emergency instructions	
Assembly Area Monitors (to account for evacuees at the assembly area)	

### ***Shelter-In-Place Shutdown of Ventilation System***

Location of controls to shutdown ventilation system:	
Location of air handling units, fan rooms, or air intakes:	

# EMERGENCY ACTION PLAN (EAP)

## **Lockdown Plan**

*Persons trained to use the warning system to warn persons to "lockdown"*

Name	Location

## **Instructions for Broadcasting Warnings**

### **Where to Access the Warning System**

(e.g., telephone, public address system, etc.)

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### **Instructions for using the system**

# EMERGENCY ACTION PLAN (EAP)

## Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- **Number and location of victim(s)**
- **Nature of injury or illness**
- **Hazards involved**
- **Nearest entrance (emergency access point)**

Alert trained employees (members of the medical response team) to respond to the victim's location and bring a first aid kit or AED.

### Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillation (AED)

Name	Location/Telephone

### Locations of First Aid Kits and Automated External Defibrillators(s)

Locations of First Aid Kits and "universal Precautions" kit (used to prevent exposure to body fluids)	
Locations of Automated External Defibrillator(s) (AEDs)	

### Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

# **EMERGENCY ACTION PLAN (EAP)**

## **Fire Emergency Plan**

*If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:*

- ***Business name and street address***
- ***Nature of fire***
- ***Fire location (building and floor or)***
- ***Type of fire alarm (detector, pull station, sprinkler water flow)***
- ***Location of fire alarm (building and floor)***
- ***Name of person reporting fire***
- ***Telephone number for return call***

**Evacuation team to direct evacuation of employees and visitors.**

### ***Procedures***

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

### ***Property Conservation***

- Identify preparations before a forecast event such as severe weather.
- Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.
- Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan.





# EMERGENCY ACTION PLAN (EAP)

## Public Emergency Services & Contractors

Emergency Service	Name	Emergency Telephone	Business Telephone
Fire Department			
Emergency Medical Services			
Police Department			
Emergency Management Agency			
Hospital			
Public Health Department			
State Environmental Authority			
National Response Center (EPA)			
Electrician			
Plumber			
Fire Protection Contractor			
Elevator Service			
Hazardous Materials Cleanup			
Cleanup/Disaster Restoration			

## Warning, Notification & Communications Systems

*The following systems are used to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The Communications capabilities enable members of our emergency team to communicate with each other and others.*

	System	Location/Control Panel or Access Point
Warning System	Fire Alarm	
	Public Address	
	Other (describe)	
Notification System	Electronic	
	Telephone call tree	
Communications Capabilities	Telephone	
	Two-way radio	

# EMERGENCY ACTION PLAN (EAP)

## Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

System Type	Location	Access Point / Instructions
Sprinkler System	Control Valve	
	Control Valve	
	Control Valve	
Fire Pump		
Special Extinguishing Systems	Computer Room	
	Kitchen	
	Other Area(s)	

## Revision History

Revision No.	Date	Description of Changes	Authorization

## Plan Distribution & Access

The Plan will be distributed to members of the **emergency response team** and **department heads**. A **master copy** of the document should be maintained by the **emergency response team leader**. The plan will be available for review by all employees.

Provide print copies of this plan within the room designated as the **emergency operations center (EOC)**. Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of the Plan should be stored on a **secure and accessible website** that would allow team member access if company servers are down.

Electronic copies should also be stored on a **secured USB flash drive** for printing on demand.