

## Emergency Action Plan

The more you know about the hazards that could cause emergencies, the better prepared you will be to respond to an emergency. We hope we never have to face an emergency situation, but we must always be prepared.

### **Different Types of Emergencies:**

Every employee needs to be prepared for emergencies and know how to safely respond to various workplace emergencies. Examples of potential workplace emergencies that may require preparation and action, such as evacuation, include:

- Fire (Most common workplace emergency)
- Chemical Spills
- Natural Disaster (Tornado, Earthquake, Severe Weather)
- Workplace Violence

### **Understanding Your Alarm System:**

When a workplace emergency is discovered, how will you be informed? Make sure you are aware of your company's procedures to notify all employees for both inside and outside. Some examples could include:

- Fire/Weather Alarm System
- Air Horn
- Word of Mouth
- Intercom System

### **Evacuation Preparedness:**

Evacuations are successful when you and your coworkers are well prepared.

- Know at least 2 evacuation routes (It may not be your typical entrance into the facility)
- Know the designated assembly area for both outside and inside
- Treat all drills as if it is a real emergency
- Know where fire extinguishers are located (to be used for small fires and to escape the building)

### **Evacuation Procedures:**

- Recognize the evacuation signal and listen for instructions
- If the danger is severe, remove yourself and others to safety immediately
- If time allows, shut down equipment using the emergency stop only
- If you have an emergency assignment, perform it if it is safe to do so (most employees do not have one)
- Follow your designated evacuation route directly to the nearest exit that is safe
- Proceed to the assembly area