



Wilson's
Petroleum Equipment, Inc.

Wilson's Petroleum Toolbox Talk

Emergency Action Plan

The **emergency action plan** establishes guidelines for all reasonably foreseeable workplace emergencies. Thoughtful actions based on situation assessment are required when responding to an emergency.

Reporting Fire or Other Emergency:

Employees will report fires by first calling 911 and pulling the alarm. Emergencies must be reported to management.

Emergency Evacuation:

In the event of an emergency evacuation, employees will follow the evacuation routes.

Critical Operations:

Employees who remain to operate critical operations before they evacuate must be trained in evacuation procedures specific to their responsibilities.

Accounting for Employees:

Employees will be accounted for after evacuation by a roll call or checking in with their manager.

Medical or Rescue Duties:

Employees who perform medical or rescue duties must be trained in the specific rescue duties.

More Information:

The Safety Coordinator may be contacted by other employees for more information about the plan or an explanation of their duties under the plan.

Alert System:

The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For those employers with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm.





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Toolbox Talk - Emergency Action Plan

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|-----------|--|-------------|--|
| Date: | | Job No.: | |
| Job Name: | | Supervisor: | |

Employee Safety Recommendations

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Documents Reviewed

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Attendees
(print name)

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| Supervisor Signature: | |
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