

## **POLICY**

E & B Oilfield Services Inc. has designated Kirk Duncan as the administrator/supervisor for emergency action plans (EAP). E & B Oilfield Services Inc. will have an emergency action plan whenever an Occupational Safety and Health Administration (OSHA) standard requires one. EAP will be in writing, posted in the workplace, and available to employees for review. The names and job titles of every person in the chain of command will be posted.

## **RESPONSIBILITIES**

E & B Oilfield Services Inc. will have and maintain an employee alarm system. The employee alarm system will use a distinctive signal for each purpose. For companies with less than ten (10) employees, voice communication is an acceptable alarm provided all employees can hear the alarm.

Kirk Duncan will ensure that all employees are informed and trained in the following minimum elements for EAP:

- Procedures for avoiding a fire or other emergency.
- Procedures for emergency evacuation for all areas of work, including type of evacuation and exit route assignments.
- All work areas have designated safe assembly areas in case of an evacuation.
- Procedures for employees who operate critical plant operations before they evacuate, if applicable:
  - Suppliers who rely on the EAP of the client, will be made aware if they have employees who are part of critical operations. If so, the client will make prior contractual provisions for additional supplier employee training, tools and equipment.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties:
  - Suppliers who rely on the EAP of the client, will be made aware of the provisions for rescue and medical services.
- The members in the chain of command may be contacted by employees who need more information about the plan or for an explanation of their duties under the plan.

A written emergency action will be kept in the workplace, and available to employees for review, employers with ten (10) or fewer employees may communicate the plan orally. Suppliers who rely on the EAP of the client, will have a copy of the client's EAP at the job site.

Kirk Duncan may be contacted by employees who need more information about the plan or an explanation of their duties under the plan. Suppliers who rely on the EAP of the client, will be made aware of the name of the client employee who is assigned site ownership of the EAP.

## **TRAINING**

E & B Oilfield Services Inc. will designate and train employees to assist in a safe and orderly evacuation of other employees.

Kirk Duncan will review the EAP with each employee covered by the plan:

- When each plan is developed, or an employee is initially assigned to a job
- When the employee's responsibilities under the plan change
- When any element of the plan is changed

Fire protection/prevention training will be required on initial hiring and annually thereafter. All employees will be trained in the hazards involved in early stage of firefighting and for escape purposes. Employees are instructed to ensure the local emergency medical service (EMS) fire department is notified before attempting to extinguish any fire, and that if a fire is not immediately extinguished using one (1) fire extinguisher, or the fire recurs to evacuate immediately.

## **PROCEDURES**

All fire extinguishers will be inspected by Kirk Duncan monthly; this inspection will be recorded and documented with the required annual maintenance check. Records of inspection will be kept on file in the office. Kirk Duncan will ensure that all employees are trained in the proper operation of all types of fire extinguishers provided by the company.

## **EMERGENCY ACTION PLAN**

The emergency evacuation plan will include procedures for: Reporting a fire or other emergency, emergency evacuation, including type of evacuation and exit route assignments, procedures to follow by employees who remain to operate critical plant operations before they evacuate, accounting for all employees after evacuation, procedures to follow by employees who perform medical or rescue duties, and obtaining the name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

E & B Oilfield Services Inc. will designate primary and secondary evacuation routes and exits, including type of evacuation and exit route assignments, which will be:

- Clearly marked and well lit
- Wide enough to accommodate the number of evacuating personnel
- Unobstructed and clear of debris at all times
- Unlikely to expose evacuating personnel to additional hazards

Workplace emergencies can happen at any time and prudence dictates that response procedures must be planned and prepared for in advance. Because it is hard to think clearly during an emergency, it is essential to plan our response.

Emergency planning is the first step, and it can be challenging even if the workplace only has a few employees. It will be determined which emergencies will impact our workplace, who will lead and make decisions during an emergency, and what procedures will ensure that employees respond appropriately. These elements are the foundation of our workplace emergency plan.

Emergency planning may not prevent emergencies, but it can protect lives, equipment, and property over the long term. The following information in this section describes how E & B Oilfield Services Inc. plans for workplace emergencies so that you and your colleague respond appropriately when an unlikely event happens.

OSHA requires most employers to have emergency plans. Those that have more than ten (10) employees will have written plans. Those that have ten (10) or fewer employees do not have to put their plans in writing; however, they will ensure that their employees know what procedures to follow to protect themselves in an emergency.

### **MANAGING WORKPLACE EMERGENCIES**

Professional emergency responders can provide insights about planning for workplace emergencies. When someone calls 911 to report an emergency, he or she connects with a local network of fire, police, and other emergency service professionals who will respond as efficiently as possible. This network is part of a larger incident management system (IMS) that can respond to an emergency and accomplish the following:

- Identify, locate, and determine the extent of the emergency.
- Determine the resources necessary to manage and control emergencies.
- Coordinate command-and-control responsibilities between police and fire departments, hospitals and other medical service providers, government agencies, and on-site responders.
- Establish and maintain communication between on-scene emergency responders and other emergency service providers.
- Provide for the safety of victims.

### **AN INCIDENT MANAGEMENT SYSTEM FOR OUR WORKPLACE**

With thoughtful planning, a small-scale version of the IMS used by professional responders can be created. Our workplace will be ready to respond to any emergency – from a heart attack to an earthquake – and manage it in the most effective, efficient way possible. The essential parts of this system are our employees, our EAP, communication and emergency response equipment, and our workplace.

The goal is for our emergency plan to ensure the well-being of everyone at our workplace. This is accomplished by involving employees in the ongoing planning processes, identifying emergencies that will affect our workplace, maintaining an emergency chain of command, and developing emergency response policy and procedures.

### **INVOLVING EMPLOYEES IN THE PLANNING PROCESS**

Perhaps the most important element of emergency planning is getting employees involved in the planning process; when employees participate, they will take the plan seriously and be more likely to respond appropriately during an emergency. From the start, they will be aware that the purpose of the plan is to ensure their safety.

- Employees will review the plan to ensure that they know the procedures to follow to respond safely in an emergency. Each employee will have a copy of the plan or know where to obtain one.
- Employees will have a process to report and are encouraged to report workplace hazards and unsafe work practices that will contribute to an emergency.

## **IDENTIFY EMERGENCIES THAT WILL AFFECT THE WORKPLACE**

Identify any external incident (outside our workplace) that will threaten employees or the public and any incident within our workplace that will cause an emergency.

Examples include the following:

- Earthquake: External
- Explosion: External or internal
- Fire: External or internal
- Hazardous-substance release: External or internal
- Medical: Internal
- Weather-related event (hurricane, tornado, blizzard, etc.): External
- Threat of violence: External or internal

Electrical, heating and cooling, and telecommunication-system failures can disrupt workplace activities and contribute to emergencies. Human error also contributes to many workplace emergencies; employees will be trained to do their jobs safely.

## **THE CHAIN OF COMMAND**

The chain of command links one (1) person with overall responsibility for managing an emergency to others responsible for carrying out specific emergency response tasks. A chain of command establishes who is in charge and ensures that everyone in the chain responds to emergencies in an organized way.

At the top of the chain is the incident commander, a trained employee who has overall responsibility for managing emergencies.

Just below the incident commander are the volunteer on-scene coordinators.

In an organization that has multiple buildings or workplaces, the chain of command might also include a facility manager, an emergency director, and other management units.

At many small to medium-sized workplaces, the chain of command consists of an incident commander and one (1) or two (2) volunteer on-scene coordinators.

## **THE RESPONSIBILITIES OF THE INCIDENT COMMANDER**

The incident commander has overall command of a workplace emergency, including the following responsibilities:

- Assessing incidents to determine if it is necessary to order emergency response.
- Supervising on-scene coordinators' activities during an emergency.
- Directing shutdown of critical workplace equipment or operations.
- Coordinating the activities of professional responders such as ambulance, police, and fire departments.
- Determining if an evacuation is necessary and managing an evacuation.

The incident commander will be an employee who has experience managing others, assessing complex events, and making effective decisions under difficult circumstances.

### THE ROLE OF THE ON-SCENE COORDINATORS

On-scene coordinators are responsible for coordinating other employees' activities during an emergency (guiding them to appropriate exits and safe areas during an evacuation, for example) and for other emergency-response tasks for which they have volunteered and been properly trained.

Generally, each coordinator will be responsible for no more than 20 employees within a designated work area. On-scene coordinators will know how to respond to all emergencies identified in our emergency plan, the evacuation procedures for the workplace, and how to use emergency communication equipment. They will also know cardiopulmonary resuscitation (CPR), first aid, and how to respond to threats of violence.

Their primary responsibilities include the following:

- Checking rooms and other enclosed spaces for employees who may be trapped or unable to evacuate during an emergency.
- Knowing who may need assistance during an evacuation and how to assist them.
- Coordinating the emergency activities of employees.
- Ensuring that employees understand how to respond to workplace emergencies.
- Knowing the workplace layout, appropriate escape routes, and areas that employees will not enter during an evacuation.
- Verifying that employees are in designated safe areas after an evacuation.

The established chain of command minimizes confusion during an emergency. An effective chain of command helps ensure that responders manage an emergency in the most efficient way possible.

### RESPONDING TO EMERGENCIES

It is the policy of E & B Oilfield Services Inc. to protect employees from physical harm, harassment, and intimidation. To provide a safe working environment for all employees, E & B Oilfield Services Inc. is committed to establishing an effective emergency plan. The plan is based on an IMS that consists of volunteer employees trained to respond to any workplace emergency. The system is modeled on the IMS system used by fire, police, and emergency medical-service responders. It provides for overall command and control of any emergency incident. It improves communication between IMS employee and the fire, police, and medical employee who respond to a call for help. It also provides appropriate emergency assistance during the first few minutes it takes for emergency responders to arrive.

## **EMERGENCY RESPONSE PROCEDURES**

Emergency procedures are important because they tell employees exactly what to do to ensure their safety during an emergency to accomplish each of the following tasks:

- Report emergencies to local fire and police departments - call 911
- Inform the emergency chain of command of an emergency
- Warn employees about an emergency
- Conduct an orderly, efficient workplace evacuation
- Assist employees with disabilities or injuries during an evacuation
- Shut down critical equipment, operate fire extinguishers, and perform other essential services during an evacuation
- Account for employees at a designated safe area after an evacuation
- Perform rescue and first aid that may be necessary during an emergency

### **Other Critical Information**

The following are included in our Company procedures:

- The names of the incident commander, the on-scene coordinators, and others responsible for carrying out the plan, and how to contact them during an emergency
- The name of the person who has the authority to order a workplace evacuation (typically, the incident commander)
- The names and phone numbers of those who understand the emergency plan and will inform others about it (typically the incident commander and the on-scene coordinators)

### **Planning Considerations—Accounting for Employees After an Evacuation**

A designated meeting area a safe distance away from the emergency site will be identified in advance to ensure that employees know they will meet there after they evacuate the workplace. An on-scene coordinator will take a “roll-call” to identify employees not present. After an evacuation, it will be necessary to determine what information or assistance employees will require if they are unable to return their workplace.

### **Alerting Employees to an Emergency**

The Company may use a public address system, portable radios, an alarm, an air-horn, or any other means that will reach and warn all employees. Alarms will be distinctive, be recognizable by all employees, and have a back-up power supply in case the primary power fails. We may need alarms that employees can hear and see.

## **Conducting Employee Rescues**

It takes more than good intentions to save lives. Potential rescuers can endanger themselves and those they are trying to rescue. During most emergencies, leave rescue work to professional responders who are appropriately trained and equipped. The exceptions will be during a catastrophe, such as a severe earthquake, that will delay professional emergency responders for hours or days. Also, jobs such as handling hazardous substances or working in confined spaces will result in emergencies for which fire or police departments are not trained. We will need to find out what kind of emergencies local responders are trained and equipped to respond to. If they are unable to respond to emergencies unique to our workplace, our employees will be trained and able to respond promptly.

## **Coordinating With Multi-Employer Workplaces**

If we happen to share a facility, building, or worksite with other employers, we will consider working with them to develop, if feasible, a facility-wide emergency plan. If a facility-wide plan is not feasible, we will ensure that our plan does not conflict with the plans of the other employers in the facility.

## **Quick-Response Teams**

A quick-response team consists of volunteer employees trained to handle workplace incidents that require immediate action, such as medical emergencies, threatening or violent people, and hazardous-substance releases. The following considerations are relevant to quick response teams:

- Types of incidents that requires immediate action
- Roles and responsibilities of team members
- Communication and response procedures for the team

## **Training Employees About Emergencies and Evacuations**

To protect themselves during an emergency, all employees will understand the following elements of the emergency plan:

- The roles of the incident commander and on-scene coordinators
- How to respond to threats and intimidation
- The method(s) for warning employees of emergencies
- The method for contacting employees' next of kin after an emergency
- The procedure for summoning emergency responders
- The location of safe meeting areas
- How to respond to an emergency and to an order to evacuate

New employees will be trained in the emergency plan when they are first hired, and all employees will be informed about any changes to the plan.

On-scene coordinators will be trained in first aid and CPR, bloodborne-pathogen protection, and how to use rescue equipment.

Regular training drills will be scheduled so that employees can practice. Outside fire and police departments will be included in the drills when possible. The effectiveness of each drill will be evaluated and activities that need strengthening will be identified. The results will be shared with all employees.

When a workplace emergency requires an evacuation, all employees will know to leave, what emergency exits to take, and where to meet. Employees may also need to know how to shut down critical equipment during an evacuation.

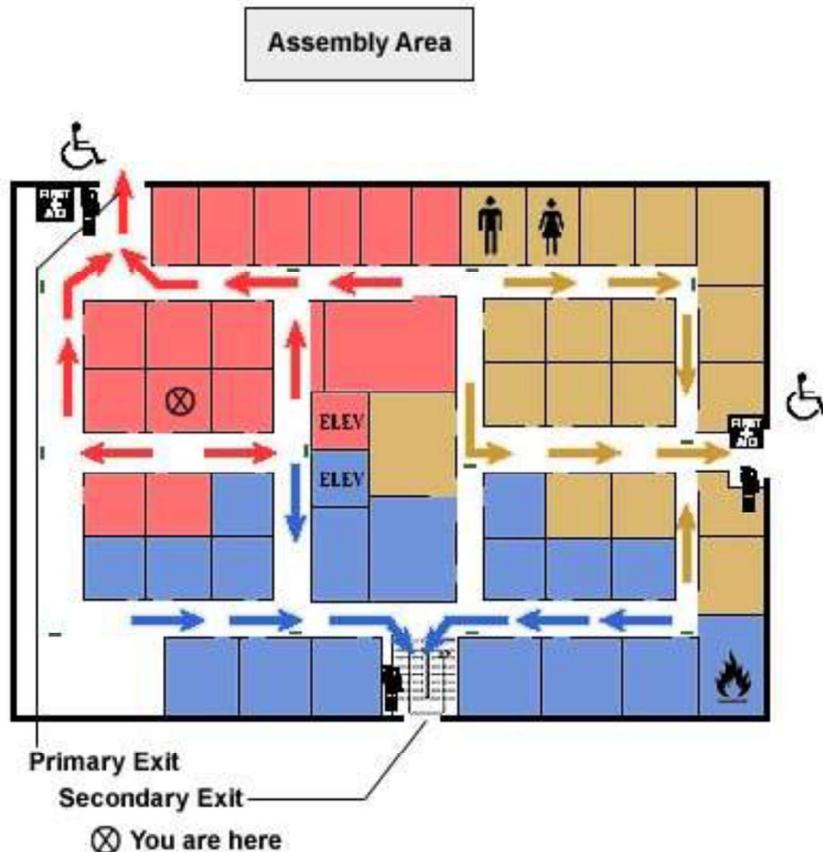
## Evacuation Exits

Our workplaces will have a primary evacuation exit and an alternate exit. Diagrams will be posted that show the evacuation routes and the exits where all employees will see them. The exits and exit routes will be identified. Characteristics of exits include:

- They are clearly marked, well lit, and visible under emergency conditions.
- They are wide enough to accommodate employees during an evacuation.
- They are always unobstructed and clear of debris.
- They are unlikely to expose employees to other hazards.

An essential part of our emergency plan is an evacuation diagram – a floor plan of the facility or workplace that shows evacuation exits and describes the emergency evacuation procedure. Mark the exit routes and the “roll-call” assembly area on the diagram so that they are easy to see, for example:

### E & B Oilfield Services Inc. Main Office & Shop (Example)



## **Exit Routes**

How will you escape from your workplace in an emergency? Do you know where all the exits are in case your first choice is too crowded? Are you sure the doors will be unlocked and that the exit access behind them will not be blocked during a fire, explosion, or other crisis? Knowing the answers to these questions will keep you safe during an emergency.

## **Workplace Exit Routes**

Usually, a workplace will have at least two (2) exit routes for prompt evacuation. But more than two (2) exits are required if the number of employees, size of the building, or arrangement of the workplace will not allow a safe evacuation. Exit routes will be located as far away as practical from each other in case one (1) is blocked by fire or smoke.

## **General Requirements for Exits**

- Exits will be separated from the workplace by fire-resistant materials – that is, a one (1) hour fire-resistance rating if the exit connects three (3) or fewer stories, and a two (2) hour fire-resistance rating if the exit connects more than three (3) floors.
- Exits can have only those openings necessary to allow access to the exit from occupied areas of the workplace or to the exit discharge. Openings will be protected by a self-closing, approved fire door that remains closed or automatically closes in an emergency.
- Always keep the line-of-sight to exit signs clearly visible.
- Install “EXIT” signs using plainly legible letters.

## **Safety Features for Exit Routes**

- Keep exit routes free of explosives or highly flammable materials, equipment, or other obstructions.
- Exit routes will be arranged so that employees will not have to travel toward a high-hazard area unless the path of travel is effectively shielded from the high-hazard area.
- Ensure that exit routes are free and unobstructed by materials, equipment, locked doors, or dead-end corridors.
- Provide lighting for exit routes adequate for employees with normal vision.
- Keep exit route doors free of decorations or signs that obscure their visibility of exit route doors.
- Post signs along the exit access indicating the direction of travel to the nearest exit and exit discharge if that direction is not immediately apparent.
- Mark doors or passages along an exit access that will be mistaken for an exit “Not an Exit” or with a sign identifying its use (such as “closet”).
- Maintain exit routes during construction, repairs, or alterations.

### **Design and Construction Requirements**

- Exit routes will be permanent parts of the workplace.
- Exit discharges will lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.
- Exit discharge areas will be large enough to accommodate people likely to use the exit route.
- Exit route doors will unlock from the inside. They will be free of devices or alarms that will restrict use of the exit route if the device or alarm fails.
- Exit routes can be connected to rooms only by side-hinged doors that swing out in the direction of travel if the room may be occupied by more than 50 people.
- Exit routes will support the maximum permitted occupant load for each floor served, and the capacity of an exit route will not decrease in the direction of exit route travel to the exit discharge.
- Exit routes will have ceilings at least seven (7) ft., six (6) inches high. An exit access will be at least 28 inches wide at all points.

### **Providing Medical Assistance and First Aid**

If there is not an emergency clinic or hospital nearby that will admit victims of emergencies from our workplace then on-scene coordinators will ensure that some members of on-site employee have appropriate first-aid training and supplies.

### **Recording Critical Employee Information**

After a medical emergency, an employee may be unable to contact next of kin or other relatives. Supervisors will have access to employees' home telephone numbers, the names and telephone numbers of family members they want you to contact, physician names and phone numbers, and information employees have given about their medical conditions or medications. This information will be kept with employees' permanent employment records and updated annually.

### **Reporting Fire and Other Emergencies**

The EAP procedure for reporting fires and other emergencies is to contact the supervisor, employees and call 911. Our emergency plan has a procedure for reporting fires and other emergencies to professional responders. Report all fires by calling 911. Fires are generally not reported to fire departments by fire alarms; most fire alarms warn only building occupants. The incident commander will stay in a safe location to oversee and relay relevant information to professional emergency responders.

## **Selecting and Using Personal Protective Equipment (PPE)**

PPE includes clothing and equipment that protects emergency responders against specific hazards. Examples include work gloves, goggles, hard hats and respirators.

Properly used PPE offers protection against a hazard but does not eliminate the hazard. If it fails or is not appropriate for a particular task, the user risks exposure.

Appropriate, effective protection depends on selecting, wearing, and using the equipment properly. The following steps outline the procedures for selecting PPE:

1. Identify emergency related hazards for which PPE may be necessary; for example, those responding to medical emergencies need protection from bloodborne pathogens.
2. Determine which PPE will protect users from the hazards; for example, latex gloves and face shields may be necessary to protect responders from bloodborne pathogens.
3. Determine who will use the equipment; it is critical that the equipment fit the user and not cause allergic reactions or other health problems.
4. Determine the conditions under which responders will use the equipment; the equipment will not fail under those conditions.
5. Ensure that emergency responders know how to use the equipment. Whether they are wearing hard hats or atmosphere-supplying respirators, responders will know how the equipment will protect them and when it will not protect them. Responders will know how to wear, use, and maintain the equipment, and how to discard contaminated equipment.

## **TYPES OF EMERGENCIES**

Following are types of emergencies that will affect workplaces and summarizes what to do when responding to them. Consider factors such as workplace size and location, number of employees on-site, and the nature of their work in determining how to respond.

### **Earthquake**

During an earthquake, people in most workplaces are at greatest risk from collapsing ceilings, windows, light fixtures and other falling objects. If you are indoors, the safest response is to take cover under sturdy furniture or to brace yourself against an inside wall. Stay away from windows, skylights, bookcases, and other heavy objects. Protect your head and neck.

What to do:

- If indoors, stay there. Take cover under sturdy furniture or against inside walls.
- Do not use elevators.
- Stay away from windows, skylights and other objects that will fall.
- Use stairways to leave the workplace if the order is given to evacuate.

Be ready to rescue victims; professional responders may not be able to respond; remove victims to a triage area if possible.

## **Explosion**

Any workplace that handles, stores, or processes flammable gases, liquids, and solids is vulnerable. Explosions offer no warnings, causing disorganization and panic.

What to do:

- Try to establish communication with on-scene coordinators.
- Assess damage to the workplace and estimate human casualties.
- Administer first aid if it is safe to do so.
- Do not use elevators.
- Evacuate following established procedures.

## **Fire**

If needed, invite a local fire department representative to our workplace to help identify fire hazards and to discuss how our workplace will respond to a fire. It is the byproducts of fire – smoke and fire gasses – that kill. A quick, orderly evacuation is the most effective response to an out-of-control fire.

What to do:

- Pull the fire alarm (or set off the predetermined signal).
- Call 911; tell the dispatcher the location and the nature of the emergency.
- Inform an on-scene coordinator.
- Do not use elevators.
- Use one (1) fire extinguisher for initial stage fires or fires that can be extinguished with one (1) extinguisher, fire extinguishers may be used for escape purposes.

If on-scene coordinators or other employees are permitted to use fire extinguishers, they will be properly trained in their use for incipient stage fires and escape.

## **Hazardous-Substance Release**

Hazardous substances include solvents, pesticides, paints, petroleum products, and heavy metals – any substance hazardous to health. Even if our workplace does not use hazardous substances, will it be affected by a nearby release or an accident on a local freeway? If so, our emergency plan describes how the scene commander and coordinators will respond and notify fire and police departments.

What to do:

- Inform the incident commander.
- Evacuate the area surrounding the release.
- Call 911. Tell the dispatcher the location and the nature of the emergency.

If our workplace uses hazardous chemicals, our Company hazard communication (HAZCOM) program requires that we inventory them, keep the manufacturer-supplied safety data sheets, label the chemical containers, and train employees to protect themselves from the chemicals' hazards.

If employees will wear PPE during an emergency, e.g., chemical suits, gloves, hoods, boots, or respirators, make sure that equipment will be available when they need it, that it fits them, and that they know how to use it.

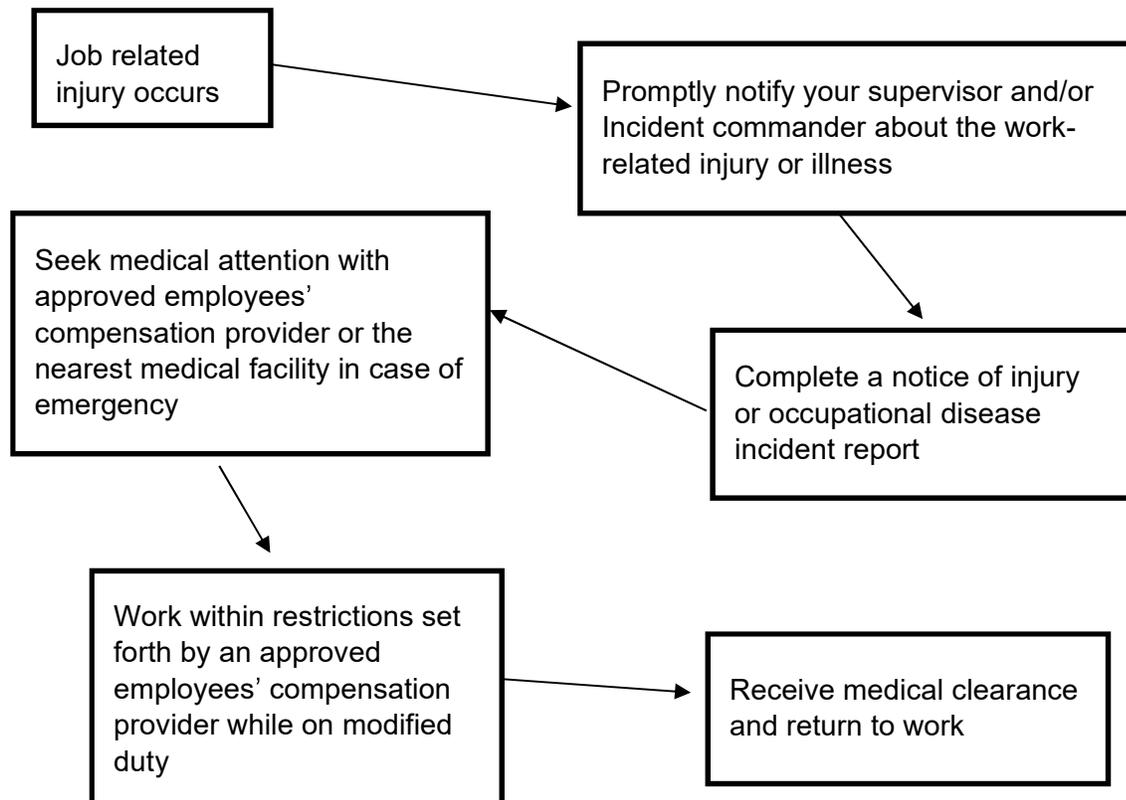
**Medical**

The most likely workplace emergency is a medical emergency. A serious medical emergency such as cardiac arrest requires immediate attention – response time is critical. It is essential that medical first responders know how to perform first aid/CPR.

What to do:

- Call 911. Tell the dispatcher the location and the nature of the emergency.
- Do not move the victim.
- Notify an on-scene coordinator for CPR or other first-aid tasks.
- Inform the incident commander.
- Assist professional medical responders when they arrive.
- Inform the victim’s supervisor.
- Follow the medical case management process.

**Medical Case Management Process**



### **Weather-Related Event**

Hurricanes, tornadoes, blizzards and floods are likely to be the cause of weather-related workplace emergencies. Many communities experience floods following warm spring rain. Winter storms often bring strong winds, freezing rain, and snow that can cause structural damage and power outages.

What to do:

- Wait for instructions from the incident commander; a power failure will slow communication
- Tune a battery-powered radio to a station that broadcasts local news
- Do not evacuate the workplace unless ordered to do so

### **Threats of Violence**

Threats of violence may be delivered in any form: face-to-face, by fax, e-mail, phone, or in writing. Threats can be directed toward the workplace or toward a specific person. Police departments, mental health professionals, and employee-assistance program counselors offer prevention information, security inspections, and employee training that help reduce the risk of workplace violence.

What to do:

- Inform an on-scene coordinator
- Activate a silent alarm if your workplace has one
- Isolate the threatening person if it is possible to do so safely
- Inform the incident commander

### **Bomb Threats**

Take all bomb threats seriously. Do not use fire alarms or phones in the building – they generate radio waves that will trigger a bomb. If someone finds a package that may contain or that may be a bomb, he or she will note its size, shape, and whether it emits a sound, and then notify the incident commander. Call 911 from outside the building to report the emergency and determine if an evacuation is necessary. Use a communication method that does not generate radio waves to order the evacuation.

Consider offering threat-management training is available to on-scene coordinators and if appropriate, members of quick-response teams.

## **Terrorism**

Although terrorist acts pose minimal risks to most workplaces, the devastating effects of recent acts have changed the perception of a “secure workplace” and added a new dimension to emergency planning. What distinguishes terrorist acts is the use of threats and violence to intimidate or coerce. Factors to consider in emergency planning include the following:

### **How Do Others Perceive the Mission of Our Company in These Contexts?**

- Political activities
- Business activities
- Economic activities
- Social responsibilities

### **How Vulnerable are Our Critical Resources from Terrorist Attack?**

- Production machinery and equipment
- Mail and HVAC systems
- Electronic communication, power, data and systems hardware
- Real estate and other physical property
- Finance and administrative transactions
- Employees at the workplace or at other locations

**Emergency Action Plan (Page 1 of 3)** (To be posted at all Company Facilities and Workplaces)

Company Name		Location		
Street Address		City	State	Zip
Prepared by		Title		
Signature	Date	Phone Number		
Emergency Scene Commander		Emergency Scene Coordinator		
<b>Purpose</b>				
This plan identifies necessary management and employee actions during fires and other emergencies. Education and training are provided so that all employees know and understand the emergency action plan (EAP).				
<b>Location of Plan</b>				
The EAP will be located at the designated safety coordinator's office, a copy will also be maintained at the company's main office. Upon request, an OSHA representative may obtain a copy of the plan from the designated safety coordinator.				
<b>Exit Routes</b>				
Draw a diagram of jobsite or facility exit routes in space below, designate meeting place or "roll-call" area as well.				

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<b>Accounting for Employees</b>		
After exiting, all employees are to assemble for "roll-call" at this location:		
The following persons are responsible for ensuring that employees comply with this requirement:		
Name	Title	
<b>Critical Operations</b>		
To minimize damage from the emergency, the following employees are responsible for shutting down the listed critical operations:		
Names	Critical Operations	
As soon as shutdowns are completed, the employees who performed critical operations will take the nearest exit route in accordance with general emergency procedures.		
<b>Rescue and Medical Duties</b>		
The following employees are certified and trained in both CPR and general first aid. These persons are to be contacted as specified in the "general emergency training":		
Name	Title	Phone Number
<b>Reporting Emergencies</b>		
The following employees have the duty of contacting public responders to come to the emergency scene. The employees are listed in descending order of availability:		
Name	Title	Phone Number

**Emergency Action Plan (Page 3 of 3)**

<b>Alarm Systems and Notification of Emergencies</b>			
In the event of a workplace or facility emergency, employees will be notified as follows:			
<b>Identify Method(s) of Notification:</b>			
<b>Types of Evacuation</b>			
OSHA requires to have an established system of types of evacuation to follow for different emergency circumstances. The following listing represents company policy for various emergency situations:			
Partial evacuation: Code Yellow – three (3) rings or horn blasts: RESPONDERS (trained extinguisher employee and trained rescue and medical employee)			
Full Evacuation: Code Red – four (4) rings or horn blasts: RESPONDERS (n/a)			
Note: If there is more than one (1) evacuation type, the alarm signal for each will be distinctive.			
<b>Other (Describe)</b>			
<b>Other (Describe)</b>			
<b>Public Emergency Response Information</b>			
Ensure that 911 emergency services cover the same area this emergency action plan does			
Local Police Department:			
Local Fire Department:			
Local Ambulance/EMS:			
Local Hospital:			
<b>Further Information</b>			
For further information or explanation about any duties under this plan, contact:			
<b>Name and Title</b>			
<b>Name and Title</b>			
This emergency action plan is authorized and approved by:			
<b>Name</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	



