



East Dundee Fire Protection District Fire Prevention Bureau

401 Dundee Avenue East Dundee, IL 60118

847-426-7521 x410

fireprevention@edfire.com



Emergency Action Plan

(To customize, please complete fill in areas and return to the Fire Marshal)

Date Created:

Date Reviewed:

1. Company/Event Policy

The objective of the Emergency Action Plan is to comply with the East Dundee Fire District requirements, the Occupational Safety and Health Administration's (OSHA) Emergency Action Plans Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, workers, procuring, and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at _____.

2. Assignment of Responsibility

_____ is the Emergency Coordinator. Their responsibility is to manage the Emergency Action Plan for _____. The Emergency Coordinator shall also maintain all training records pertaining to this plan and coordinating with local public resources, such as the fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

The following employees can be contacted for more information about the Emergency Action plan:

Name	Position	Phone Number

3. Emergency Reporting

The following emergencies are to be reported to the Emergency Coordinator or Event Coordinator:

- Fire
- Natural Disasters (tornado, flood, earthquake)
- Medical
- Violence
- Hazardous Material Spill
- Site Injury or Vehicle Accident
- **(Other Emergencies)**

4. Evacuation Plans (Attach Routes)

Emergency evacuation escape route plans are posted in key areas throughout the building or Venue. All employees have been trained concerning these plans and should also be familiar with the evacuation plans for the other buildings within the company.

5. Employee Accountability Procedures after Evacuation

After evacuation, each **Event Coordinator** is responsible for accounting for each employee or area assigned to them at their predetermined rally point by conducting a head count. Each employee or attendee will be accounted for. Each employee is responsible for reporting to his or her supervisor so an accurate head count can be made. All supervisors are required to report their head count to the Emergency Coordinator.

6. Rescue or Medical Duties

(NOTE) Your company must decide how/if you will have employees perform rescue or medical duties. There are several options for responding to an emergency. Pick what option(s) that applies to your facility.

- _____ is going to rely on local resources such as the East Dundee Fire District to provide rescue and medical services
- _____ has approved and trained employees or medical vendors on site to administer first aid and CPR until the Fire District arrives.

7. Critical Operations

If evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as shutting down equipment to prevent release of hazardous materials).

All individuals remaining behind shutting down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building or event by the nearest escape route as soon as possible and meet the remainder of the employees and attendees at the designated rally point. Only the following individuals are designated to handle these tasks.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated time to complete security process

8. Training

Training is provided to employees:

- When the plan is initiated
- When employee’s required actions and responsibilities change
- When there are any changes to the plan
- Initially for new employees
- Refresher training annually

Items reviewed during training:

- Emergency escape procedures and rally points
- Escape route assignments
- Fire extinguisher locations and training
- Procedures to account for employees and attendees
- Major workplace or event fire hazards
- Employee training programs
- Fire prevention practices
- Means of reporting fire and other emergencies
- Alarm system(s)
- Proper housekeeping
- Emergency action plan availability
- Hazardous Weather Procedures
- Medical Emergencies
- Any other emergency procedures needed for this facility (bomb threat, workplace violence, etc.)

Emergency Phone Number List

(Post in key areas throughout facility/Event)

Department	Name	Address	Liaison	Emergency	Non-Emergency
Fire Dept.	East Dundee Fire District	401 Dundee Ave. East Dundee, IL 60118	Fire Marshal Marc Quattrocchi	911	847-426-7524
Police Dept.					
Ambulance	East Dundee Fire District	401 Dundee Ave. East Dundee, IL 60118	Fire Marshal Marc Quattrocchi	911	847-426-7524
Security					
Building Manager					
Electric Co.	Comed			800-334-7661 800-EDISON-1	
Gas Co.	Nicor Gas			888-642-6748 888-Nicor4U	
Fire Alarm Co.					
Sprinkler Co.					

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling- 911
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means: voice communications, radio, phone paging, other.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it

Upon being notified about the fire emergency, occupants must:

- Leave the building/event using the designated escape routes.
- Assemble in the designated area **as show on the site plan.**
- Remain outside or in designated area until the Fire District announces that it is safe to reenter

Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Notify the Fire District about missing personnel.
- Provide the Fire District personnel with the necessary information about the facility or event.

Supervisors must:

- Ensure that all employees/attendees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Natural Disasters (tornado, flood, earthquake)

Tornado:

- The Emergency Coordinator will monitor the weather conditions.
- Notify the site personnel about the emergency by the following means: voice communications, radio, phone paging.
- 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 your arms to protect your head and neck.
- Remain sheltered until the tornado threat is announced to be over

Flood:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Notify the site personnel about the emergency by the following means: voice communications, radio, phone paging, other **(pick options)**
- Follow the recommended evacuation routes

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.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Medical

The Emergency Coordinator or supervisor shall call the appropriate emergency responder. Do not move the victim unless necessary.

Provide the following information:

- Location of the emergency (address, building, room number, closest landmark)
- Phone number you're calling from
- Your Name
- Nature of medical emergency
- Notify personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of professional medical help. **(If applicable)**
- **(If applicable)** Send someone for the closest AED

Violence

_____ resources may not be used to threaten, stalk, or harass anyone at or outside the workplace/event. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the Emergency Coordinator or supervisor. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Consider creating a detailed plan about active shooter, bomb threat, or disgruntled employee/customer with your local Police Department

Hazardous Material Spill

Safety of personnel during chemical exposure is of paramount importance.

- Report all material spills to the Emergency Coordinator or supervisor.
- Emergency Coordinator will notify the local the Fire Department to perform a large chemical spill cleanup.
- Only those trained in emergency operations shall perform clean-up operations.
- Trained personnel shall take precautions to prevent the spread of chemical spills.
- Utilize Safety Data Sheets (SDS) to determine appropriate response measures. SDS are located _____
- Spills must be handled in a safe manner, while wearing the proper PPE

Name of Person completing this Plan

Emergency Action Plan Checklist

GENERAL ISSUES

- | | |
|---|---|
| <input type="checkbox"/> 1. Does the plan consider all potential natural or man-made emergencies that could disrupt your workplace? | Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence. |
| <input type="checkbox"/> 2. Does the plan consider all potential sources of emergencies that could disrupt your workplace/event? | Conduct a hazard assessment of the workplace/event to identify any physical or chemical hazards that may exist and could cause an emergency. |
| <input type="checkbox"/> 3. Does the plan consider the impact of these internal and external emergencies on the workplace/event's operations and is the response tailored to the workplace/event? | Brainstorm worst case scenarios asking yourself what you would do and what would be the likely impact on your operation and devise appropriate responses. |
| <input type="checkbox"/> 4. Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors? | Keep your list of key contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so that contact with local law enforcement, the fire department, and others can be swift. |

GENERAL ISSUES

5. Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?

List names and contact information for individuals responsible for implementation of the plan.

6. Does the plan address how rescue operations will be performed?

Make sure you contact The East Dundee Fire District & your local Police Department to discuss rescue operations.

7. Does the plan address how medical assistance will be provided?

Pre-Plan with the East Dundee Fire District

GENERAL ISSUES

8. Does the plan identify how or where personal information on employees can be obtained in an emergency?

In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.

EVACUATION POLICY AND PROCEDURES

1. Does the plan identify the conditions under which an evacuation would be necessary?

The plan should identify the different types of situations that will require an evacuation of the workplace/event. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.

2. Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?

It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying, and coordinating with outside emergency services, and directing shutdown of utilities or operations if necessary.

EVACUATION POLICY AND PROCEDURES

3. Does the plan address the types of actions expected of different employees for the various types of potential emergencies?

The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace/event if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.

4. Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation?

Include in the site all utilities including fire alarm, sprinkler rooms, and fire hydrants

5. Does the plan outline specific evacuation routes and exits and are these posted in the workplace/event where they are easily accessible?

Most work places and events create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris always, and unlikely to expose evacuating personnel to additional hazards.

EVACUATION POLICY AND PROCEDURES

- 6. Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?

Many employers designate individuals as evacuation wardens to help move employees/attendees from danger to safe areas during an emergency. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.

- 7. Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees/attendees?

Accounting for all employees and attendees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees and attendees consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.

- 8. Does the plan address how visitors will be assisted in evacuation and accounted for?

if established, are often tasked with assisting these individuals evacuate safely.

REPORTING EMERGENCIES AND ALERTING EMPLOYEES IN AN EMERGENCY

1. Does the plan identify a preferred method for reporting fires and other emergencies?

Dialing 911 is a common method for reporting emergencies if external responders are utilized.

2. Does the plan describe the method to be used to alert Event attendees, employees, including disabled workers, and attendees to evacuate or take other action?

Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace including those that may be blind or deaf. Otherwise, floor wardens or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure.

EMPLOYEE TRAINING AND DRILLS

1. Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities and actions as outlined in the plan?

Training should be offered to employees when you develop your initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address the following:

- Individual roles and responsibilities.
- Threats, hazards, and protective actions.
- Notification, warning, and communications procedures.
- Emergency response procedures.
- Evacuation, shelter, and accountability procedures.
- Location and use of common emergency equipment.
- Emergency shutdown procedures.

You may also need to provide additional training to your employees (i.e., first-aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in your plan.

2. Does the plan address how and when retraining will be conducted?

If training is not reinforced it will be forgotten. Consider retaining employees annually.

EMPLOYEE TRAINING AND DRILLS

3. Does the plan address if and how often drills will be conducted?

Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

**** Always pre-plan with the East Dundee Fire District and your local Police Department when completing this Emergency Action Plan ****