



## EMERGENCY ACTION PLAN

For

Campus Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

DATE PREPARED: \_\_\_/\_\_\_/\_\_\_



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## 1. STATEMENT OF INTENT

**PLUS Ltd.** believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Managing Director / Chief Executive Officer  
Employer / Owner)**



## 2. INTRODUCTION AND SCOPE

- a. Fire, severe weather, chemical spill, bomb threat, structure climbing/descending, lockdown are hazards in any part of the premises PLUS Campuses operate. Their consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- b. Managing the risks of the aforementioned threats demands safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent risks and the legal obligations laid on **PLUS Ltd.** as the employer, occupier / owner or '*responsible person*'.
- c. This safety management and emergency action plans apply to all premises which are to any extent under the control of the **PLUS Ltd.** as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- d. **PLUS Ltd.** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
  - provide and maintain passive and active prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
  - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or safety plans and the risks identified by relevant risk assessments;
  - provide a programme of safety training;
  - carry out and keep under review risk assessments to analyse building and process risks, the existing preventive and protective measures and to identify areas for improvement;
  - have in place a programme of works to improve or maintain the existing safety specifications;
  - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the evacuation procedure and provide information and assistance to any emergency service;
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.



### 3. PRACTICAL SAFETY ARRANGEMENTS

- a. As part of a holistic safety management system, in addition to the management action outlined below, considerations of passive and active precautions are essential. Both PLUS Management on site and the School/University Staff are responsible for undertake the necessary actions to ensure the safety of both staff and students.
- b. Passive precautions are concerned with the physical conditions in premises which are designed to facilitate the aforementioned threats by design, construction and layout, effective communication and safe evacuation. In particular the:
  - materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
  - appropriate safe and secure location of building services e.g. gas and electricity;
  - provision of clear safety signage for escape routes and final exits
  - provision of prominently located action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of any emergency; and
  - education and training of staff in safety arrangements, in particular evacuation procedures and drills.
- c. Active precautions are those features of the safety management system that detect and operate in the event of an emergency, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
  - the installation, maintenance, inspection testing of fire alarms as outlined in the third-party facility's policy;
  - the appropriate design, location, operation, inspection and testing of adequate (emergency) lighting systems for fire escape routes as outlined in the third-party facility's policy;
  - the provision, use, appropriate type and location, and maintenance of portable fire extinguishers as outlines in the third-party facility's policy.
  - A quarterly / six monthly / annual premises fire safety inspection will be carried as outlined in the third-party facility's policy.
- d. Regarding PLUS Ltd. Responsibilities and safety arrangements, both HO and Staff on Site must undertake the following:
  - Effective planning, organisation, control, monitoring and review of protective and preventative measures
  - Fire safety risk assessments
  - Evacuation warden and staff training
  - Fire evacuation drills



#### 4. PLANNING

- a. Risk assessments are a requirement and are a structured approach to determining the risk of threats occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the emergency plan (see Section 7).
- b. Risk Assessments must be carried and reviewed regularly out (recommended to be every new arrival or repetition of activities within the same group) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- c. Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. The significant findings of the safety risk assessments will be made known to all other responsible persons as appropriate.
- d. Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- e. Maintenance of safety systems fall under the responsibility of the third-party facility providers as outlined in the in the third-party facility's policy.
- f. Staff training is provided through the PLUS Campus Managers on site.
- g. Evacuation exercises will be carried out every two weeks on each of the PLUS Campuses. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Campus Manager. Pre and post briefing sessions will accompany each evacuation drill.
- h. Provisions will be made for the safe evacuation of disabled people.
- i. Evacuation of a building will be in accordance with established procedures in the emergency plan (Section 7). In the event of an alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the safety procedures.
- j. All building evacuation wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- k. Evacuation wardens will report any faults or problems to the Facility Bursar as well as to PLUS HO.
- l. A safety log book will be kept to record the details of all training and drills.
- m. Campus Managers must ensure that at the start of each activity week, that they liaise with venue managers in order to be made aware of venue specific emergency and evacuation procedures. These procedures will include the location of assembly points and additional evacuation warden details and responsibilities.



- n. All staff must be made aware of the assembly points for their designated activity areas, as well as any additional responsibilities above and beyond this plan prior to the commencement of activities.
- o. The Campus Manager will liaise with venue managers, and a fire alarm test and drill should be conducted and recorded prior to the commencement of activities on the first day of the activity week. This drill should involve all staff as well as the children attending the week.

## **5. ORGANISATION AND CONTROL**

- a. Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in **Appendix 5**
- b. PLUS HO will:
  - ensure that this Policy and/or any departmental safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
  - ensure that a Responsible Person is appointed for all of their premises to oversee and implement emergency safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
  - ensure that arrangements are in place for the completion of risk assessments;
  - ensure that fire, security, and health and safety arrangements at each premises are complementary;
  - ensure that the annual testing of portable electrical equipment has been carried out
  - monitor the number of emergencies recorded annually / number of emergency related incidents.
- c. Campus Managers with responsibility for premises (ie. PLUS Campuses) will:
  - ensure that risk assessments are carried out for all their workplaces, and for specific activities such as indoor and outdoor activities, projects on campus, lessons etc;
  - ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
  - ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
  - ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly.
  - arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
  - arrange for a competent responsible person to be nominated to oversee and implement safety arrangements on campus on their behalf in case of absence;
  - ensure that if there is any doubt about the provision of new or replacement fire extinguishers;
  - ensure that staff are appropriately trained in emergency safety procedures to reflect the requirements of the risk assessments;
  - ensure that a copy of the current risk assessments for their premises is readily accessible, its provisions complied with;



- ensure that risk assessments are reviewed at least biweekly or whenever there is any building alteration, change of use of the premises or following an incident involving an emergency;
  - ensure that effective arrangements are in place for contacting the emergency services;
  
  - ensure that the third-party facility Manager, HO and Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
- d. The Competent Persons (who must be competent to carry out this role) must:
- assist and support with the preparation and review of emergency safety risk assessments;
  - ensure compliance with the outcomes of the Emergency Risk Assessments and that the necessary control measures are implemented;
  - assist in preparing and review the emergency plan issued to all staff;
  - ensure information on emergency safety arrangements is available to service users and visitors;
  - ensure all staff are instructed in the emergency plan.
  - specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
  - keep the emergency log book or equivalent up to date;
  - ensure that emergency action notices (displayed as a minimum at fire alarm call points) and signage are appropriate and kept up to date;
  - ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and emergency alarms is not impeded;
- e. Employees must:
- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in emergency evacuation/drill procedures and by observing practical emergency safety arrangements;
  - know, and co-operate with, the responsible person for their workplace;
  - report to their manager or supervisor any concerns about safety;
  - be familiar with all escape routes;
  - not wedge emergency exit doors open, nor block or obstruct them;
  - be aware of the action to be taken on discovering a fire, hearing an alarm, for raising the alarm (including the location of fire alarm call points) and calling the emergency service;
  - promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to tackle the threat unless they have been specifically trained; and
  - comply with the No Smoking legislation.





## 6. EMERGENCY ACTION PLAN GUIDELINES

### a. Discovery of an emergency

If you discover an emergency, such as fire, flood, chemical spill;

- ✓ First, sound the alarm by hitting the nearest break glass. Ensure you know where the alarms and extinguishers are located around each area in the venue. (Remember break glasses are normally situated next to emergency exit doors).
- ✓ If you have radios or mobile phone contact try to alert the Campus Manager as to the whereabouts of the emergency.
- ✓ Clear your group and any other persons within the area away from the surrounding area and get them to the Assembly Point as allocated by the venue, even if the emergency appears minor and controllable. **YOU ARE NOT EXPECTED TO RISK YOUR OWN SAFETY. IF YOU FEEL THAT AN AREA HAS BECOME TOO DANGEROUS TO ENTER - GET HELP - DO NOT GO IN.**
- ✓ Take your register with you checking all children are present.
- ✓ Check that the emergency services have been called – if not call 999 and ask for the fire service. It is probable that assistance has arrived at the scene by this time. Another member of staff (or failing that a member of the public) should be sent to report the location, nature and extent of the emergency, plus any known casualties to the Campus Manager who can then inform the emergency services on arrival.
- ✓ The Campus Manager should inform venue managers as early as possible if an evacuation is in process regardless of the severity of the incident.
- ✓ Stay (without taking personal risk) where you can prevent anyone straying into the area, until instructed otherwise.

### b. Audio Warning throughout the Building

- ✓ It is vitally important that all staff are aware of their role on hearing the alarm. Please remember that although an alarm may have been raised in one area, the emergency could be in a different location – even on another floor. Every time an alarm is activated not only search the zone concerned, but also the whole building. This search should be carried out by the Campus Manager or by the activity leader so long as it is practical to do so, who must carry a radio or mobile phone throughout the search.
- ✓ Activity leaders/Teachers should evacuate their area to the nearest allocated assembly point and should then complete a register to ensure all of their group are accounted for. Leaders and/or Teachers should check toilets and changing rooms to ensure that all children are evacuated successfully.
- ✓ Activity leaders/Teachers should inform the Campus Manager as soon as possible via phone/radio or in person that their area has been cleared. If there are missing children these must be reported immediately as well as any areas that staff were unable to search and evacuate.



**c. All Other Staff**

1. Report to Campus Manager immediately and await briefing by manager.
2. Assist in searches of the building as directed by the Campus Manager.
3. Assist with keeping areas clear in preparation for possible further evacuation or emergency service access.

**d. False Alarm**

1. Campus Manager should action a full search of building before deciding if it is a false alarm, e.g. the Break Glass may have been hit in one zone, but the fire is in another zone.
2. On Campus Manager's instructions leaders may carry on with activities, so long as it is safe to do so.
3. Campus Managers should liaise with venue staff to ensure alarms are silenced.

**e. Fire or Evacuation**

1. Staff to evacuate persons from the areas, which they are in including adjoining areas.
2. Staff should be contacted when and where the alarm has been activated so this area can be avoided during evacuation.
3. The Campus Manager should allocate staff to clear remaining areas of the building on their return to the central assembly point after their primary areas are clear.

**f. Evacuation**

The evacuation must take into account the location of the emergency. All staff involved in the evacuation must know the location. Again **PERSONAL RISK MUST NOT BE TAKEN, ALL EVACUATION SHOULD BE CONDUCTED IN PAIRS WHEREVER POSSIBLE**. One Activity Leader and other available staff as directed, to assist in the distribution of blankets if required, especially if evacuating from a swimming activity.

**g. Clearing Groups and the Public**

All staff must ensure that any area they are delegated to clear is checked thoroughly, again, without taking personal risk, work in pairs if possible. All people have to be evacuated quickly but without causing panic. Staff have responsibility to make participants aware of the need to evacuate and that it is not a drill.

However, if the participant refuses to leave after polite repeated requests then the stubborn participant should be left and the matter reported to the Campus Manager.

- ✓ Do not allow anyone back into the building and close doors behind you.
- ✓ People should not be allowed to get fully changed, but only to dress for decency.
- ✓ When you have cleared your area, close the fire doors behind you to prevent people re-entering and also to stop any breeze providing oxygen to the fire.
- ✓ Get participants clear of the building and ask them to stay at the designated assembly point. Establish so far as it is practicable that all those from your area have been evacuated.
- ✓ Close doors behind you.
- ✓ Do not re-enter the building, but go around the outside of areas to your assembly point.
- ✓ Report to the Campus Manager that your area is clear. Until you have reported back, then it will be assumed you are still in the building. Campus Manager ensures all areas have been cleared and needs



all staff to feedback when an area cleared. Campus Manager completes roll call checklist or checks staff registers.

- ✓ Await instructions from the Emergency Service.

#### **h. Re-admittance of groups and public (if applicable)**

- ✓ Only after the Venue Manager and/or the Emergency service issue the all clear will users be re-admitted to change or continue with their activity as appropriate.
- ✓ The Campus Manager shall decide how to re-introduce the programme and will coordinate the distribution of groups as appropriate.
- ✓ All staff will need to demonstrate considerable sensitivity to users following the inconvenience and possible distress caused due to an evacuation or fire.

#### **i. If re-admittance is not possible**

- ✓ In the event of no re-admittance being possible, children should be moved to a suitable safe location as organised in liaison with venue managers and staff.
- ✓ If alternative activities can be offered for the rest of the day then these should be organised and run accordingly and in line with Active Sports activity guidelines.
- ✓ Campus Life Management head office managers should be made aware of the incident and should liaise with venue managers to ensure continuation of further or alternative activities within the week.
- ✓ If activities cannot be continued then Head Office would arrange for the groups to be accommodated on another campus subject to availability.

#### **j. After the incident**

Campus Manager to complete an incident report form. This may be completed by the venue manager and a copy should be forwarded to Campus Life Management head office as soon as is reasonably practical.

## **7. GENERAL SECURITY INCIDENT PROCEDURES**

#### **a. Typical Examples;**

- ✓ Unauthorised access by the public
- ✓ Violence or abuse directed towards staff
- ✓ Violence or abuse directed towards the participants
- ✓ Theft or robbery
- ✓ Discovery of dangerous substances/knives/guns or other objects that could be used to injure participants

#### **b. Site Specific Arrangements**

- ✓ Campus Managers must ensure that at the start of each activity week, that they liaise with venue managers in order to be made aware of venue specific security procedures.



- ✓ Campus Managers in liaison with Campus Life Management head office are responsible for ensuring that staff are aware of their responsibilities if security is breached during the weeks activities.
- ✓ All staff must be made aware of the personnel on the site and for their designated activity areas, as well as any additional responsibilities above and beyond this plan prior to the commencement of activities. Staff should also be made aware of any contractors or authorised visitors who will be made identifiable by use of badges or correct company/school uniform.

### c. Security Incidents

- ✓ If you discover an incident within the venue, however small, an immediate decision must be made, i.e. CAN YOU DEAL WITH IT IMMEDIATELY without any risk to yourself or others and in confidence that your action will deal with the incident effectively and prevent any risk to you or your participants in your group
- ✓ If in any doubt or you feel you need help, then the following procedure must be followed.
- ✓ First, stop the activity and make sure other participants remain safe and are controlled preferably away from the incident.
- ✓ Using your mobile phone or radio alert the Campus Manager as to the whereabouts and nature of the incident.
- ✓ Follow the instructions of the Campus Manager ensuring that the rest of the group are looked after. It is worth considering using the older or more responsible members of the group to help you deal with the situation if practical. HOWEVER do not put them in a position where they may be put in danger.
- ✓ It is probable that assistance has arrived at the scene by this time. Another member of staff (or failing that a member of the public) should be sent to report the location, nature and extent of the incident to the Campus Manager who can then inform the emergency services if required on arrival.
- ✓ The Campus Manager should inform venue managers as early as possible if an evacuation is in process regardless of the severity of the incident.
- ✓ Stay (without taking personal risk) where you can prevent anyone straying into the area, until instructed otherwise.
- ✓ If required the Campus Manager should contact the Police using **999** or **112** on your mobile phone.
- ✓ The Campus Manager must contact Campus Life Management head office if the emergency is serious and especially if there were any injuries sustained or violence occurred.

### d. Other Staff

- ✓ It is vitally important that all staff are aware of their role on hearing that a serious incident has occurred.
- ✓ Activity leaders/Teachers should evacuate their area to the nearest allocated assembly point and should then complete a register to ensure all of their group are accounted for.
- ✓ Leaders should check toilets and changing rooms to ensure that all children are evacuated successfully. Activity leaders/Teachers should inform the Campus Manager as soon as possible via phone or in person that their area has been cleared.
- ✓ If there are missing children these must be reported immediately as well as any areas that staffs were unable to search and evacuate.

### e. All Other Staff

- ✓ Report to Campus Manager immediately if requested and await briefing by manager.



- ✓ Assist in dealing with incident as directed by the Campus Manager.
- ✓ Assist with keeping areas clear in preparation for possible further evacuation or emergency service access.

f. **Clearing Groups and the Public**

- ✓ It may become necessary to clear an area or building due to the nature or cause of the security incident.
- ✓ All staff must ensure that any area they are delegated to clear is checked thoroughly, again, without taking personal risk, work again in pairs if possible. All people have to be evacuated quickly but without causing panic. Staffs have responsibility to make participants aware of the need to evacuate and that it is not a drill. However, if the participant refuses to leave after polite repeated requests then the stubborn participant should be left and the matter reported to the Campus Manager.
- ✓ Do not allow anyone back into the building and close doors behind you.
- ✓ People should not be allowed to get fully changed, but only to dress for decency.
- ✓ When you have cleared your area, close the fire doors behind you to prevent people re-entering.
- ✓ Get participants clear of the building and ask them to stay at the designated assembly point. Establish so far as it is practicable that all those from your area have been evacuated.
- ✓ Close doors behind you.
- ✓ Do not re-enter the building, but go around the outside of areas to your assembly point.
- ✓ Report to the Campus Manager that your area is clear. Until you have reported back, then it will be assumed you are still in the building. Campus Manager ensures all areas have been cleared and needs all staff to feedback when an area cleared. Campus Manager completes roll call checklist or checks staff registers.
- ✓ Await instructions from Campus Manager or emergency services.

g. **Re-admittance of groups and public (if applicable)**

- ✓ Only after the Campus Manager or emergency services issues the all clear will users be re-admitted to change or continue with their activity as appropriate.
- ✓ The Campus Manager shall decide how to re-introduce the programme and will coordinate the distribution of groups as appropriate.
- ✓ All staff will need to demonstrate considerable sensitivity to users following the inconvenience and possible distress caused due to an evacuation or serious incident.

h. **If re-admittance is not possible**

- ✓ In the event of no re-admittance being possible, children should be moved to a suitable safe location as organised in liaison with venue managers and staff.
- ✓ If alternative activities can be offered for the rest of the day then these should be organised and run accordingly and in line with Active Sports activity guidelines.
- ✓ Campus Life Management head office managers should be made aware of the incident and should liaise with venue managers to ensure continuation of further or alternative activities within the week.
- ✓ If activities cannot be continued then Head Office would arrange for the groups to be accommodated on another campus subject to availability.



**i. After the incident**

- ✓ Site Manager to complete an incident report form. This may be completed by the venue manager and a copy should be forwarded to Campus Life Management head office as soon as is reasonably practical.
- ✓ Parents should be made aware of the nature of the incident and any injuries sustained regardless of how minor.
- ✓ The area where the incident occurred should be checked by the Campus Manager to ensure that it is safe to use prior to the recommencement of activities.
- ✓ Staff should gather witness statements in order to aid in the investigation and reporting of the incident.

**j. General Notes for Security**

- ✓ Do not put yourself or others into situations of unnecessary risk.
- ✓ Avoid direct confrontation if possible.
- ✓ Do not expect the “Cavalry” to arrive immediately in all cases.
- ✓ Careful observation and reporting provide the essential information if the police or PLUS HO are to take action against wrongdoers.
- ✓ Do not try to sort things out on your own.
- ✓ Do not hesitate to call emergency services.
- ✓ Do not make physical contact with any aggressor.



## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at

\_\_\_\_\_ Campus

Office Hours:

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

OUT-of-Office Hours:

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

BUILDING MONITORS (If applicable):

Building: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Building: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Building: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Building: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Building: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Building: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## **EVACUATION ROUTES**

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations' location
    - a. Assembly points
  
- Site personnel should know at least two evacuation routes.





## EMERGENCY PHONE NUMBERS

FIRE BRIGADE: \_\_999\_\_\_\_\_

AMBULANCE: \_\_999\_\_\_\_\_

POLICE: \_\_999\_\_\_\_\_

NON-LIFE THREATENING MEDICAL SITUATION: \_\_111\_\_\_\_\_

CAMPUS SECURITY: \_\_\_\_\_

PLUS HO EMERGENCY NUMBER: \_\_\_\_\_

NON-EMERGENCY POLICE NUMBER: \_\_101\_\_\_\_\_

(eg. theft)



## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) \_\_\_\_\_  
(e.g., terrorist attack/hostage taking)



## MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- Paramedics - Ambulance
- Fire Department
- Other

Provide the following information:

- Nature of medical emergency,
  - Location of the emergency (address, building, room number),  
and
  - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date \_\_\_/\_\_\_/\_\_\_



## FIRE EMERGENCY

*When fire is discovered:*

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling \_\_\_\_\_.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- |  |  |
|--|--|
| <input type="checkbox"/> Voice         | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Phone Paging  |  |

*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 using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Designated Official, Emergency Coordinator or supervisors must (underline one):*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

*Area/Floor Monitors must:*

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

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

Date \_\_\_/\_\_\_/\_\_\_



## **EXTENDED POWER LOSS**

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

### Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



## CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE):

MSDS: \_\_\_\_\_

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Evacuate building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date \_\_\_/\_\_\_/\_\_\_



## STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

(Attach Emergency Response Agreement if available)

\* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).



## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> _____
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at \_\_\_\_\_ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.





## SEVERE WEATHER AND NATURAL DISASTERS

### ***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.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### ***Flood:***

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

### ***Blizzard:***

#### *If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

#### *If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

#### *If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.



- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate \_\_\_\_\_ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the \_\_\_\_\_ Manual.

The following offices should be contacted:

Name/Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name/Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name/Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

