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EMERGENCY ACTION PLAN

Purpose

This Emergency Action Plan is established in accordance with the applicable OSHA standard in order to protect employees of the Company during emergency situations that may affect our facilities.

The anticipated emergencies that might affect the Company include: severe thunderstorm, tornado, fire, and bomb threat.

Real emergencies, however, may not be limited to these and therefore it is the responsibility of all employees to know and to follow the Emergency Action Plan to successfully meet these situations as well.

Scope

The Emergency Action Plan will outline:

1. Emergency escape procedures and routes.
2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
3. Procedures to account for employees following an evacuation.
4. The means for reporting emergencies and for notifying employees that an emergency situation exists.
5. The names or titles of persons responsible for the plan.
6. Training required for employees and Emergency Action Team members.

Emergency Action Plan Coordinator

The <insert position title> is the coordinator of our Emergency Action Plan. In his/her absence, the <Position Title> will serve as the assistant coordinator.

The minimum responsibilities of the Emergency Action Plan Coordinator and Assistant Coordinator will be to:

1. Assess the emergency situation and to order an evacuation if the situation warrants.
2. Notify outside emergency agencies of the location, nature, and scope of the emergency.
3. Implement and direct the Emergency Action Plan; including making certain employees receive required training.
4. Direct plant shutdown if necessary.

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Emergency Action Team

To support the Emergency Action Plan, an Emergency Action Team has been established.

The Emergency Action Team has been organized for each shift and is made up of the following individuals:

| <u>1st Shift</u> | <u>2nd Shift</u> | <u>3rd Shift</u> |
|------------------|------------------|------------------|
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |

The principal purpose of this team is to assist employees in evacuating from their work area and to account for these employees following an evacuation.

IT IS NOT THE RESPONSIBILITY OF THE EMERGENCY ACTION TEAM TO ATTEMPT TO FIGHT ACTUAL FIRES.

Fire Emergencies

Employees who detect smoke and/or fire must immediately notify either the Emergency Action Plan Coordinator or the Assistant Coordinator.

EMERGENCY ACTION PLAN COORDINATOR

<Phone Number>

ASSISTANT COORDINATOR

<Phone Number>

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In the event that neither the Emergency Action Plan Coordinator or Assistant Coordinator are available, then you must contact your shift Emergency Action Team representative.

| <u>1st Shift</u> | <u>2nd Shift</u> | <u>3rd Shift</u> |
|------------------|------------------|------------------|
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |

WHEN IN DOUBT, CONTACT THE AUTHORITIES BY TELEPHONING 911.

Details of the emergency situation, including the name and address of the Company, along with the nature, location, and scope of the emergency must be reported to the authorities.

Emergency telephone numbers, the names of Emergency Action Team members, and the names of the coordinator and assistant coordinator are posted at each telephone.

If conditions warrant that an evacuation is ordered, then employees will be notified via the telephone paging system of the need to calmly evacuate their work area and to report to their predesignated assembly point.

Emergency Action Team members will direct and assist employees to evacuate their work areas.

Following an evacuation, employees must go directly to their preassigned assembly point. These assembly points, by department, are as follows:

| <u>Department</u> | <u>Assembly Point</u> |
|-------------------|-----------------------|
| <Department> | <Location> |
| <Department> | <Location> |
| <Department> | <Location> |

Employees must know and follow the evacuation routes for their work area.

Each Emergency Action Team member will take a roster of the employees for their assigned areas with them before evacuating themselves. These rosters will be used as a means for accounting for those employees following the evacuation.

Employees should not return to their work area until an "ALL CLEAR" signal has been given.

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Severe Weather

The <Position Title> will monitor the police scanner for reports of severe thunderstorm or tornado warnings. The police scanner is located in <Location>.

IMMEDIATELY NOTIFY THE EMERGENCY ACTION PLAN COORDINATOR OR ASSISTANT COORDINATOR OF ANY REPORTED SEVERE WEATHER WARNINGS.

EMERGENCY ACTION PLAN COORDINATOR

<Telephone Number>

ASSISTANT COORDINATOR

< Telephone Number >

In the event that neither the Emergency Action Plan Coordinator or Assistant Coordinator are available, then you must contact your shift Emergency Action Team representative.

| <u>1st Shift</u> | <u>2nd Shift</u> | <u>3rd Shift</u> |
|------------------|------------------|------------------|
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |
| <Team Member> | <Team Member> | <Team Member> |

The Emergency Action Plan Coordinator, Assistant Coordinator, or shift Emergency Action Team representative will announce over the telephone paging system for all employees to **immediately seek refuge in their designated severe thunderstorm/tornado shelter.**

| <u>Department</u> | <u>Designated Tornado/Severe Thunderstorm Shelter</u> |
|-------------------|---|
| <Department> | <Location> |
| <Department> | <Location> |
| <Department> | <Location> |
| <Department> | <Location> |
| <Department> | <Location> |

Shift Emergency Action Team representatives will assist and direct employees to evacuate their work areas and to go directly to their designated shelter.

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Each Emergency Action Team member will take a roster of the employees in their assigned areas with them before leaving the work area themselves. These rosters will be used as a means for accounting for those employees following the evacuation into the storm/tornado shelters.

Employees should not return to their work area until an "ALL CLEAR" signal has been given.

Definitions

| | |
|----------------------------|---|
| Severe Thunderstorm | Indicates the possibility of frequent lightening and/or damaging winds in excess of 50 mph, hail 3/4-inch in diameter, and heavy rain. Tornadoes may also be spawned by severe thunderstorms. |
| Tornado Watch | Means that conditions may produce tornadoes. |
| Tornado Warning | Means that a tornado has been sighted in our area or is indicated by radar and shelter should be sought immediately. |

Bomb Threats

Initial Notification:

The recipient of a bomb threat should:

1. Listen very carefully
2. Not interrupt the caller except to ask:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located now?
 - c. What does the bomb look like?
 - d. How much damage will the bomb do?
 - e. Why did you place the bomb?
 - f. Who are you?
3. Write down the entire content of the bomb threat message.
4. Note the caller's sex (male/female).
5. Note any background noises.
6. Note the apparent condition of the caller: calm, emotional, incoherent, intoxicated, familiar with our facility, etc.

Immediately following receipt of a bomb threat, notify one of the following management representatives: <insert position titles>.

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Emergency Notification:

The management representatives will immediately call law enforcement authorities at 911.

Emergency Response:

The law enforcement authority and the Company management will jointly assess the situation and will determine whether to evacuate the premises.

If an evacuation is ordered, employees and customers will be notified via the telephone paging system.

When directed to do so, employees should calmly exit the building using the nearest available exit.

Evacuation procedures to be followed are the same as outlined under fire emergencies.

Training

At a minimum training required will include:

1. Members of the Emergency Action Team will be trained to assist employees in the safe evacuation from their work areas.
2. All employees, including members of the Emergency Action Team will be informed of the details of this plan before it is implemented, whenever the plan has been changed, or whenever the employee's responsibilities under this plan have changed.
3. Prior to implementation of the plan, all employees will be given a copy of the Company Emergency Action Plan.
4. A copy of this plan will be given and reviewed with all new employees upon their hiring by <insert position title>.