Emergency Response Plan

Emergency Response Plan
- Consider building services for reporting, notification and evacuation of premises (e.g., public address, signal alarms, emergency lighting, weather radios, etc.)
- The plan should address all potential emergencies. Employees must be told what actions they are to take should an emergency occur. (Examples: Fire, tornado, explosion, ammonia leak.)
- List not only evacuation routes, but assembly areas for the above listed emergencies.
- May also want to get input on evaluation routes and assembly areas from the Fire Department.
- A chain of command should be established to prevent confusion—so everyone knows who is in charge. This should contain an updated list of key personnel listed in order of priority (like an activation tree).
- Emergency phone numbers should be posted on or near telephones, employee bulletin boards, or other conspicuous places.
- Exits – Doors must be marked as “Exit,” “To an Exit,” or “Not an Exit” (basement, storage, etc.). The swing of the door needs to be outward in the direction of the travel.
- Panic Hardware on Exit Doors – All exits need safe illumination to them; emergency exit lights.

Emergency Response/Evacuation Plan Must Include:
- Emergency evacuation procedures and evacuation routes.
- Procedure to shut down critical plant equipment before those employees exit.
- Procedures to account for all employees and non-employees after an emergency evacuation has been completed. (Example: Head count by foremen in designated areas.)
- Assignment of rescue and medical duties to those employees who are to perform them. Before assigning employees to this team(s), the employer must ensure that the employees are capable of performing the duties.

Areas to be trained in:
- Use of fire extinguishers
- First Aid and CPR
- Shutdown procedures
- Evacuation procedures
- Chemical spill control
- Use of self-contained breathing apparatus (SCBA)
- Search and employee rescue procedures
- Any special hazards that exist

- Explanation of means for reporting fires and other emergencies.
- Names or job titles of the persons or departments to be contacted for further information about duties under the plan.

Training for all employees:
- Evacuation plans (for all emergencies)
- Alarm system (what will be the warnings used)
- Emergency reporting procedures for employees (how can they report emergencies; manual pull boxes, public address system, telephones, etc.)

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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- Shutdown procedures on equipment (if applicable)
- Types of potential emergencies

All this training should be provided:
- Initially
- For new employees
- When there is an equipment or procedure change
- Annually

A drill should be held annually and the drill performance should be evaluated.

- Emergencies such as an ammonia leak may alter evacuation routes and/or assembly areas.