**Sample Emergency Preparedness Program**

**Purpose:**

The purpose of this program is to establish emergency procedures and plans at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Company Name***

This program applies to all company facilities that have the potential for emergency situations including, but not limited to, severe weather, fire, medical emergencies and building evacuations.

**Definitions:**

**Emergency:** Any unplanned event that can cause death or injury to employees or the public, or that can shut down our business, disrupt operations, or cause physical or environmental damage.

**Evacuation Route:** The shortest, safest path from an affected area to an area of safety, a shelter area or a location outside of the building.

**Responsibilities**

The **Program Administrator** is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Name, Title***

This person is responsible for the following:

* Issuing and administering this program and making sure that it satisfies all applicable federal, state and local requirements
* Maintaining all emergency call lists
* Maintaining the evacuation leader system
* Providing initial and periodic employee training on emergency preparedness
* Scheduling and coordinating all emergency drills
* Evaluating the emergency action plan for effectiveness

The **Emergency Coordinator** is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Name, Title***

This person is responsible for the following:

* Coordinating emergency responses at this facility
* Acting as the liaison between outside emergency responders and building personnel
* Verifying that all employees have left the building during emergencies that require building evacuation
* Assessing the need for outside responders
* Coordinating disaster response with outside emergency responders
* Initiating the company’s post-emergency actions

The **Evacuation Leaders** are

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Name, Title Name, Title***

These people are responsible for the following:

* Knowing and understanding the appropriate emergency response at the facility
* Understanding specific actions to be taken in their departments in response to various emergencies, including equipment shutdown
* Ensuring that employees in their departments know what to do in an emergency
* Accounting for employees during evacuations or shelter situations
* Directing employees to proper evacuation routes and exits

The **Emergency Medical Team** is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Name, Title Name, Title***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Name, Title Name, Title***

These people are responsible for the following:

* Responding to medical emergencies and providing initial emergency first aid or CPR
* Assessing the need for outside emergency responders
* Contacting outside responders and directing them to the accident scene in the facility
* Complying with the company’s blood-borne pathogens program

**Managers and Supervisors**

These people are responsible for the following:

* Ensuring that employees in their department are trained on the correct actions to take in an emergency
* Accounting for their employees during an evacuation or shelter situation
* Initiating employee accident investigation reports for employees who sustain injuries or acquire illnesses while on the job

**Employees**

These people are responsible for the following:

* Knowing what to do in an emergency
* Participating in all emergency training and drills
* Informing management of personal data changes (emergency contact names/numbers, etc.)

**Program Activities:**

**Assessment**

* Each company facility will be analyzed for the potential occurrence of emergency situations.
* A copy of all assessments and practices will be issued to all key company employees.
* This assessment will be reviewed annually to determine whether situations have developed that require new or revised emergency responses.
* At our facility, there is potential for the following emergencies to occur:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment**

* Emergency equipment will be inspected on a monthly basis to ensure its availability for use.
* Emergency equipment is listed on the emergency equipment list.
* An emergency weather radio will be located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This radio will be monitored for emergency weather information by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Name, Title***

* Locations for emergency equipment will be identified on the facility emergency response map.

**Emergency Drills**

* Drills that simulate either evacuation of employees due to fire or movement of employees to shelter areas due to severe storms or tornadoes will be conducted in each facility according to the following timetable:
* A tornado drill will be performed once each year, prior to the start of the tornado season. The drill should coincide with that of any local government emergency preparedness agency, should it conduct a drill
* Fire drills will be performed a minimum of once per year in each facility
* Written documentation of the performance during each drill will be sent to the program administrator.

**Shelter Areas**

* Shelter areas suitable for refuge during severe weather will be established at all company facilities.
* The shelter location for this building is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Location***

**Evacuation**

* Exits and evacuation routes will be established for each facility.
* Locations of exits and evacuation routes will be listed on the facility emergency preparedness map.

**Alarm Systems**

* Notification of building emergencies will be communicated by the following methods:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* The building fire alarm will be activated during the following situations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* The building fire alarm sounds like: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Other building alarms for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sound like

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Announcements for medical emergencies will be made via

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Fire Protection System**

* The building sprinkler system will be maintained according to the recommendations of the property insurance carrier.
* The building sprinkler system will be inspected and tested annually.
* The building alarm system will be inspected annually according to insurance company recommendations.

**Fire Prevention**

* Supervisors and managers will identify fire hazards within their departments and take appropriate preventive actions.
* All employees are responsible for immediately reporting fires to supervisors or the maintenance department.
* Each department will have a monthly fire hazard inspection as part of its monthly inspection audit.

**Training**

* All employees will be oriented at time of hire to the appropriate emergency response.
* All employees will participate in periodic refresher training during safety meetings.
* Emergency coordinators and evacuation leaders will be trained annually on .appropriate responses within the workplace.

**Suggested Attachments**

Emergency Assessment Form\*

Emergency Call List\*

Emergency Drill Evaluation Report\*

Emergency Equipment List

Emergency Preparedness Contact Matrix\*

Emergency Preparedness Training Record

Emergency Response Information

Evacuation Assignment List

Fire Safety Inspection Checklist\*

Preferred Medical Provider List

Evacuation Leader Procedure\*

Medical Emergency Procedure

Tornado Response Procedure\*

Head Count Procedure

\*These sample documents are available to download on Pinnacol Assurance’s website.

**Record Keeping**

Keep accurate records of all emergency preparedness programs’ training activities, recording the names of all attendees and the activities in which they participated.

An Emergency Preparedness Training Record form for this purpose is included in this document.