

Emergency Action Plan

Purpose:

To establish the policy and procedures regarding management's and employee's response to various emergency situations. Examples of an emergency are fire, tornado, earthquake, and bomb threat.

Overview:

The procedures cover the following topics:

1. Fire Reporting and Response
2. Evacuation
3. Tornado Preparation and Emergency
4. Bomb Threat
5. First Aid
6. Hazardous Material Spill
7. Earthquake
8. Robbery

Policy:

Lightning Electric Inc. has developed plans that address emergency situations that may arise in Lightning Electric Inc. locations and which may threaten human health and safety, and damages Lightning Electric Inc. assets. Management is responsible for implementing the Emergency Action Plans (EAP). This EAP will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation.
2. Provide a safe and orderly method of evacuation of employees and customers from Lightning Electric Inc. premises.
3. Account for all employees who occupied Lightning Electric Inc. premises at the time of evacuation, should one occur.
4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.
5. Provide training and needed information to those employees responsible for taking action in the event of an emergency.

Signs as required by ordinance, regulation or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on EAP's will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety and Health Manager.

Smoking is never allowed anywhere on Lightning Electric Inc. premises during an emergency.

If hazardous materials are involved, disposal must be done in compliance with federal, state and local environment laws.

Procedure:

Fire Reporting and Procedure:

If a fire alarm or alert is sounded or a fire is reported by anyone, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

Senior Management:

1. Immediately notifies the Fire Department by dialing 911 (where applicable) or the local fire emergency number.
2. Gives Lightning Electric Inc. name, address, and area where the fire is located.
3. Assigns an employee to wait for the fire department outside Lightning Electric Inc. and direct them to the fires location.
4. Announces evacuation instructions over the public address system. "Ladies and Gentlemen". Lightning Electric Inc. is being temporarily closed. We request that you leave by the nearest exit immediately. Thank you.
5. Once outside Lightning Electric Inc., take a head count of employees to insure all were evacuated. Double checks that all individuals are out of Lightning Electric Inc. premises. Note: When one or more employees are unaccounted for, employees are not to re enter the building to conduct a search. Notify the ranking fire or other emergency response official on the scene and their approximate location.
6. Immediately after the fire, notify the President of Lightning Electric Inc. and all other management individuals. Coordinate any salvage and repair operations.

Employee:

7. If trained in the use of fire extinguishers, may attempt to suppress a small fire, until relieved by the Fire Dept. or until it becomes apparent that the fire cannot be controlled by fire extinguishers. Note: Employees should never attempt to control a fire, which endangers their health. They must immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous.

Evacuation:

Senior Management:

1. Telephones the local emergency agency (for example, fire, police, hazardous materials team, etc.).

2. Makes the following announcement on the public address system, "Ladies and Gentlemen. Lightning Electric Inc. is temporarily closed. Please leave by the nearest exit immediately. Thank you." Make this announcement twice, and repeat it every minute or more if needed.
3. Checks all areas of their respective departments, restrooms, and public areas to verify that everyone has been evacuated.
4. Secures all cash checks, and charge documents in the safe if time permits.
5. Designates a safe area outside Lightning Electric Inc. as a gathering point for all employees; takes a head count of employees to insure all were safely evacuated. Note: Employees are not to re enter the building. Management will notify the ranking fire or other emergency official on the scene of a potentially trapped person and their approximate whereabouts.
6. Dismisses all non-essential employees.
7. Telephones the President of Lightning Electric Inc. and all other management personnel.

Tornado Preparation and Emergency:

Prior to any tornado emergency, Management will designate safe shelter areas within the building for employees and individuals. There are some general guidelines that may be used to aid in the selection of spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces- rooms with no walls on the exterior
- Areas supported by secure, rigid structural frame members
- Short roof spans

Lightning Electric Inc. safe shelter area is located _____. It will be stocked with a first aid kit or medical supplies and several flashlights.

Tornado Watch Procedures

Senior Management

1. A Tornado Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Senior Management will tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Checks to insure that all safe shelter areas are unlocked and accessible.
3. Checks to be sure that medical supplies and flashlights are stored in the safe shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of windows.

Tornado Warning Procedures

Senior Management

1. A Tornado Warning means a tornado has been seen or is detected by radar. Senior management will inform all employees and individuals to take cover in shelter areas immediately.

2. Makes the following announcement on the p.a. system: "Ladies and Gentlemen." The National Weather Service has issued a Tornado Warning for this area. Due to this warning, Lightning electric Inc. is temporarily being closed. Please do not leave the building. We request that you proceed to the shelter area(s) located in _____.
3. Assigns someone to shut off the main gas and electrical system.
4. Afterwards, coordinates first aid assistance to individuals.

Bomb Threat:

When someone calls and says there is a bomb in the building, the following steps will be performed:

Employee (Receiving Threat):

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result to death and injury of innocent people.
4. Pays particular attention to background noises, such as music playing, trains, engine noise, etc.
5. Listens to the voice, male, female, quality, accent, tone, speech impediments.
6. When the caller hangs up, Do not hang up the phone! Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

Senior Management:

7. Calls the local Police or Fire dept. to report the incident. Follows all recommendations and instructions provided by either department.
8. If the Police or Fire Dept. declines to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan. Don't touch any suspicious item!

First Aid:

If an employee/individual is injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

Senior Management:

1. Treats the injured individual using the supplies from Lightning Electric Inc. first aid kit.
2. In the event an employee is seriously injured and requires professional medical care, drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury, arrange for emergency care and transportation call (911).

Hazardous Material Spill

Management will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area

or by maintenance personnel. If a large spill or fire occurs that is not controllable, management will contact the appropriate local authorities, such as the Fire Dept.

Earthquake:

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

During an Earthquake-

Employee:

1. If indoors, stay indoors; if outside stay outside. In earthquakes, most injuries occur as people are entering or leaving buildings.
 - If indoors:
 1. Take cover beneath a desk, table, bench, or in a doorway, hallway, or against an interior wall.
 2. Stay away from all glass windows and glass doors, and away from containers having hazardous material stored.
 - If outdoors:
 1. Move away from buildings and all structures, and all overhead electrical wires.
 2. If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

After an Earthquake-

Senior Management:

1. Coordinates first aid efforts.
2. Turns on the radio to get emergency information from local authorities.
3. Check natural gas lines for leaks. If a leak is detected, shut down the system, and notify the local gas service company.
4. Shuts off the electrical current at the main breaker box if power has been interrupted.
5. Directs employees and individuals to a safe assembly area outside the building.
6. Takes a head count to insure all employees were safely evacuated.
7. Does not permit individuals to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employee-

1. Be attentive and calm. Listen to the robber and do exactly what is asked of you.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
4. If possible, watch the robber's method and direction of escape.
5. Expect foul language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon or call for help.
8. Do not argue.
9. After the robbery, write everything down.

Senior Management-

10. Call the Police.
11. Call the President of Lightning Electric Inc.
12. Have all witnesses write everything down that they can recall.