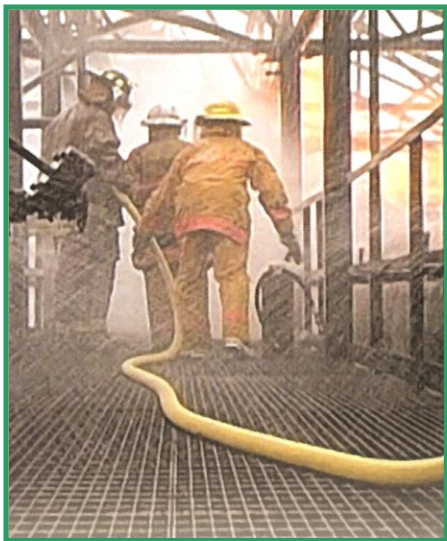


**Lincoln County  
Emergency Action Plan  
Safety Training Handout - 2010**

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**Emergency Preparedness**

**Emergency situations can arise due to causes such as natural disasters, floods, earthquakes, fires, workplace violence, terrorism or crime.** Planning for an emergency has a number of benefits. Employees know what to do in the event of an emergency. They can assist visitors in evacuating the buildings and they can be of assistance to emergency personnel when they arrive on the scene. At the very least, they should know to evacuate the building and stay outside until the "all clear" is signaled.



**Emergency Evacuation Planning**

**Emergency action plans are required to describe the routes to use and procedures to be followed by employees.** Also, procedures for accounting for all evacuated employees must be part of the plan. The written plan must be available for employee review. The plan must include procedures for those employees who must remain behind temporarily to shut down critical plant equipment before they evacuate. The preferred means of alerting employees to an emergency must be identified within each department. The alarm system may consist of voice communication on the intercom, hand-held or CB radios or sound signals such as bells, whistles or horns. Employees must recognize and respond to the evacuation signal. Should evacuation become necessary, employees should know to go to the nearest exit or stairway and proceed to designated gathering area(s) outside the building.

**Emergency Procedures Checklist**

Emergency procedures, including the handling of any toxic chemicals, should include:

- **Escape procedures** and escape route assignments.
- **Special procedures for employees who perform or shut down critical plant operations.**
- **A system to account for all employees after evacuation.** (Meet at predetermined assembly point. Have an alternate location identified if for some reason the primary assembly point is either unavailable or unsafe. Make certain everyone is accounted for (those on vacation, at meetings outside the building, at home, ill and present). Do NOT go back into the building until the "all clear" is signaled. DO report where any unaccounted for person routinely would have been when the alarm rang to a person with authority, who will tell the firefighters, emergency response team members.)
- **Means for reporting fires and other emergencies.**
- **Contacts for information about the plan.**

**Emergency Action Plan Training Practices**

**Training of all employees in what is to be done in an emergency is required at least annually.**

Supervisors must review the plan with newly assigned or transferred employees so they know how to respond in an emergency and with all employees when new equipment, materials, or processes are introduced, when procedures have been updated or revised, or employees responsibilities under it, change. Plans should be re-evaluated and updated periodically or when exercises show that employee performance is inadequate.

**Every employee needs to know the details of the emergency action plan for their department,** including evacuation plans, alarm systems, reporting procedures for personnel, shutdown procedures, and types of potential emergencies. Drills should be held at random intervals, at least annually. It is essential that first aid supplies are available to trained personnel, that emergency phone numbers are placed in conspicuous places near or on telephones, and ambulance services for any emergency are available.