



Tidewater Council 2016 Written Emergency Action and Fire Prevention Plans

1.0 Introduction and General Information

Local councils of the Boy Scouts of America need written plans detailing how council staff, volunteers, and members should respond during a crisis at a council facility or program. The standard of care to meet that expectation may include a variety of emergency plans. For example, national camp standards require written plans dealing with missing persons as well as how staff and campers should respond to fire and hazardous weather. Some program activities, such as aquatics and climbing, require written plans detailing response to specific incidents. In addition, OSHA requires employers (councils) to develop written plans for emergencies that may reasonably be expected in the workplace, including but not limited to fires, tornadoes, and floods. This document focuses on OSHA standards 29 CFR 1910.38 and 29 CFR 1910.39 for an emergency action plan (EAP) and a fire prevention plan (FPP) for a council property.

The process for OSHA compliance may also be adapted to other council needs. Councils have a legal duty of care to conduct safe programs. Council leadership should consult camp standards, program specialists trained at National Camping Schools, and other resources to adapt generic OSHA workplace requirements to specific program needs.

An OSHA-compliant EAP/FPP must include but is not limited to the following: a written evacuation plan, floor plans showing primary and secondary evacuation routes, emergency alarm system (e.g., manual pull station, public address, radio, two-way radio, voice, or camp signal), the posting of emergency numbers, training of employees on the plan and the procedures, inspection of fire extinguishers, location(s) of hazardous materials (e.g., paints, varnish, inks, propane and gasoline storage tanks, etc.), and responsible party for maintaining the EAP/FPP. The specific OSHA standards must be consulted for further requirements and may be found at www.osha.gov.

NOTE: The following information provides a generic overview of a particular topic related to OSHA standards. It does not alter or determine compliance responsibilities in OSHA standards or the Occupational Safety and Health Act of 1970. Because interpretations and enforcement policy may change over time, you should consult current OSHA administrative interpretations and decisions by the Occupational Safety and Health Review Commission and the courts for additional guidance on OSHA compliance requirements.



1.1 Policy

It is the policy of Tidewater Council, Boy Scouts of America to provide a safe, accident-free, and healthy work environment for everyone. Excellent safety and health conditions do not occur by chance. They are the result of diligent work and careful attention to company policies by everyone.

Effective safety demands cooperation on everyone's part. It is important that communication be kept open at all times. For this reason, The Tidewater Council practices an open door policy. All workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety requirements and standards for their area or job and to abide by them. Supervisors must instill a positive attitude and awareness of the Safety Culture in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of any employees to perform their work with maximum regard for the safety of themselves and co-workers.

The safety policies are an integral part of the Boy Scouts of America's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply with the Safety Program and Policy is grounds for disciplinary action, up to and including termination. Safety and health is every bit as important as productivity and quality. If a job cannot be done safely, it will not be done.

1.2 Purpose

The purpose of this site specific safety plan is to act as a companion to the Safety Program and Policy. This plan illustrates safety issues specific to Tidewater Council Bayside District policies. General issues of safety are covered in the Safety Program and Policy.

The following is a EAP/FPP that the council office chooses to use. All or any part of this plan can be modified to fit the council office emergency procedures. In addition, the council should consider adoption of the National Incident Management System (NIMS) to provide a structured way to handle various types of incidents.



1.3 Site Information and Location

Boy Scouts of America
Tidewater Council
Address: 1032 Heatherwood Drive
Virginia Beach, VA 23455
Phone: (757) 497-2688

Example Emergency Action and Fire Prevention Plans

Table of Contents

- I. Objective
- II. Assignment of Responsibility
 - A. Emergency Plan Manager (e.g., Scout Executive)
William V. Deany
757-497-2688
 - B. Emergency Plan Coordinators (Office Manager, Scout Shop Manager, Field Director, Camp Director)
 - C. Management
 - D. Supervisors
 - E. Employees
- III. Plan Implementation
 - A. Fire Prevention

PURPOSE

To protect our employees and facilities from the dangers of fire, the Tidewater Council has developed a fire prevention plan to reduce the risk of potential injuries, death and property damage. This plan's purpose is identify and control fire hazards.

RESPONSIBILITIES



Management is responsible for seeing that fire-prevention procedures are established and enforced; fire suppression systems are inspected regularly and maintained; supervisors are trained to use fire extinguishers for incipient fires; and employees are trained to use evacuation routes and procedures.

Supervisors are responsible for monitoring the use of flammable materials; training employees in safe storage, use and handling of flammables; and ensuring that storage areas for flammables are maintained properly.

Employees are responsible for following company procedures for the safe storage, use and handling of flammable materials, and reporting violations of the Tidewater Council fire prevention plan.

DEFINITIONS

Fires are classified according to the type of fuel or material:

- Class A—wood, paper and cloth;
- Class B—flammable gases, liquids and greases;
- Class C—fires in live electrical equipment, or involving materials near electrically powered equipment.
- Class D—combustible metals such as magnesium, zirconium, potassium and sodium.

IGNITION SOURCES

Eliminate all non-essential ignition sources where flammable materials are used or stored. For example:

- Keep sources of open flame (such as welding and cutting torches, furnaces, matches and heaters) away from operations involving flammables.
- Do not cut or weld equipment containing flammable liquids unless the equipment has been emptied and purged with a neutral gas such as nitrogen.
- Prohibit chemical ignition sources (such as DC motors, switches and circuit breakers) in areas where flammable materials are stored or handled.
- Use only non-sparking tools in areas where flammables are stored or handled.
- Eliminate the possibility of static sparks—caused by electron transfer between two contacting surfaces—in flammable storage or handling areas.

INCOMPATIBLE MATERIALS

Store materials such as oxidizers and organic peroxides, which produce large amounts of oxygen when they decompose, in an area separate from flammable materials.

FIRE EXTINGUISHERS

Portable fire extinguishers can be very effective for fighting fires in their incipient stages. A person who is well-trained in fire-extinguisher use can save both lives and property. Portable fire extinguishers must be available even when other firefighting measures are available. For extinguishers to be effective in a fire situation, proper



selection, inspection and maintenance are essential. Make sure all fire extinguishers are placed in conspicuous locations, clearly visible and easily accessible. Keep all fire extinguishers fully charged and operable, and in their proper locations at all times.

FIRE SAFETY INSPECTIONS AND HOUSEKEEPING

Supervisors and safety committees are responsible for work site inspections to ensure compliance with the Boy Scout of America Fire Safety Program. These inspections should address housekeeping issues, proper storage of chemicals, access to fire extinguishers and emergency evacuation routes.

EMERGENCY EXITS

Every exit must be clearly visible, or the path to it conspicuously identified in such a manner that every occupant of the building will know the best way to get out of the building in a fire or other emergency.

- Exits must never be obstructed. Any door or passageway that is not an exit or path to an exit must be identified with a sign that reads ‘Not An Exit’ or a sign that indicates its actual use, such as storage.
- All exit signs must either be self-illuminating, or illuminated by a reliable external light source.

EMERGENCY PLAN FOR PERSONS WITH DISABILITIES

First line supervisors are responsible for assisting persons with disabilities under their supervision, and must choose an alternate to assume responsibility in the supervisor’s absence. The supervisor, alternate and worker with the disability will be trained on available escape routes. A list of persons with disabilities must be kept on file in the (personnel, safety directors) office. Company visitors with disabilities will be assisted in the same manner as employees.

FIRE EMERGENCY PROCEDURES

- The person who discovers a fire should activate the nearest alarm, and notify his or her supervisor and other building occupants.
- You should only fight a fire if the fire department has been notified; if the fire is small and confined to its point of origin; if you have an escape route available and can fight the fire with your back to the exit.
- Be sure you have a proper, fully functioning fire extinguisher, and are trained to use it.
- Leave your work area if you hear a fire alarm.
- Close all windows and doors, and turn off any gas jets when you leave;
- Evacuate the building and move away from exits, and assemble in an area designated in the evacuation plan. Remain outside until a competent authority says it is safe to re-enter the building.



- **For the purposes of this plan “the Designated Area” shall be either Dan Norville’s property or the front lawn of the service center on Heatherwood Drive.**

B. Reporting Fire and Emergency Situations

C. Informing Council Office Employees of Fires and Emergency Situations

D. Council Headquarters Notification

- Emergency Contact Information
- Evacuation Routes
- Securing Property and Equipment
- Advanced Medical Care

E. Accounting for Employees/Visitors After Evacuation

F. Reentry

G. Sheltering in Place

H. Severe Weather

I. Aquatic Incident

J. Shooting Sports Incident

K. Active Shooter Incident

IV. Training

A. Employee Training

B. Fire/Evacuation Drills

C. Training Records

V. Plan Evaluation

VI. Appendix A: Maintenance Schedule

VII. Appendix B: References and Additional Guidance

VIII. Appendix C: Emergency Action Plan Checklist



Emergency Action Plan

for

Council Office/Camp/Location

Last Revised March 28, 2016

OBJECTIVE

The objective of the **Council Office** Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and Fire Prevention Plan (29 CFR 1910.39), as well as to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at **Council Office**.

ASSIGNMENT OF RESPONSIBILITY

A. Emergency Plan manager (e.g., Scout Executive, Camp Ranger, Camp Director)

Responsible Person shall manage the Emergency Action Plan for **Council Office**. The emergency plan manager shall also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the **Council Office** emergency notification system with the appropriate authorities.

The emergency plan manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

B. Emergency Plan Coordinators (e.g., Field director Camp Ranger, Camp Director)

The **Council Office** emergency plan coordinators are as follows:

Building No./ Section/Dept.	Primary Name and Position	Primary Phone No.	Alternate Name and Position	Alternate Phone No.
Breeden Council Service Center	Linda Boyce	757-497-2688	Bill Deany	757-685-5303
Pipsico Scout Reservation	Jenny Sommerfeld	757-651-1441	Evan Sommerfeld	540-537-6305



The emergency plan coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. *(Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.)*

The following individuals shall be responsible for assisting employees during an evacuation who have disabilities or who may not speak English:

Building No./ Section/Dept.	Name of Person Requiring Assistance	Phone No.	Assigned Assistant's Name and Position	Assistant's Phone No.
Breeden Council Service Center	Linda Boyce	757-497- 2688	Bill Deany	757-685- 5303
Pipsico Scout Reservation	Jenny Sommerfeld	757-651- 1441	Evan Sommerfeld	540-537- 6305

C. Management

Council Office will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency.

Council Office management will ensure proper adherence to this plan through regular review.

D. Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

E. Employees

Employees are responsible for following the procedures described in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and shall be provided the training described herein by **Office Manager or staff member responsible for after regular office hours use.**

PLAN IMPLEMENTATION

A. Fire Prevention

The BSA does not require its employees to use fire extinguishers. The **Council Office** will offer appropriate training on the proper use of fire extinguishers for any employee who is interested. Fire extinguishers may only be used if the fire is small, there is safe access to the exit, and if a second person is available to assist. Types of fire extinguishers: Follow all state and/or local regulations regarding the type (e.g., type ABC for most applications and type K for commercial kitchens) and size of fire



extinguisher, physical placement (mounting height, distance between), frequency of visual inspection, and frequency of servicing. If your state does not have fire extinguisher requirements, the BSA recommends reviewing the National Fire Protection Association (NFPA) Standard 10: Portable Fire Extinguishers.

Hazardous materials, such as flammable liquids, combustible liquids, acids, bases and miscellaneous solvents, are stored in documented locations within the Council Office. If the total volume of all hazardous materials on the property in cans or bottles exceeds 10 gallons, then the hazardous materials must be stored in a listed and approved flammable storage cabinet. For calculation purposes, the volume capacity of the original container shall be used.

Hazardous materials shall be stored in their original containers to maintain the product information and safety instructions. Safety Data Sheets (SDSs) will be maintained on all hazardous materials used within the building or the camp.

Linda Boyce will be responsible for ensuring the fire source hazards are kept under control. An annual assessment of the Council Office will be conducted in cooperation with the council office/camp health and safety and/or risk management committees.

B. Reporting Fire and Emergency Situations

All fires and emergency situations will be reported as soon as possible to Linda Boyce by one of the following means:

1. Verbally as soon as possible during normal work hours
2. By telephone if after normal work hours or on weekends.

To eliminate confusion and the possibility of false alarms, only Linda Boyce is/are authorized to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for Council Office Address/Location are:

Boy Scouts of America
Tidewater Council
Address: 1032 Heatherwood Drive
Virginia Beach, VA 23455
Phone: (757) 497-2688

1. Fire: 911 21 Municipal Ctr., Virginia Beach, VA 23456
Phone: (757) 385-4228
Public safety assistance that is not an emergency or that originates from outside the calling area can be requested by dialing (757) 385-5000
2. VA Beach Police: 911
Third PCT
Address: 926 Independence Blvd, Virginia Beach, VA 23455



Phone: (757) 385-2703

Public safety assistance that is not an emergency or that originates from outside the calling area can be requested by dialing (757) 385-5000

3. VA Beach Ambulance/EMS: 911

Public safety assistance that is not an emergency or that originates from outside the calling area can be requested by dialing (757) 385-5000

Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a single fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

C. Informing Council Office/Camp Employees of Fires and Emergency Situations

In the event of a fire or emergency situation, Linda Boyce / Jenny Sommerfeld shall ensure that all employees are notified as soon as possible using the alarm system (which includes both audible and visual alarms 24 hours a day). Linda Boyce / Jenny Sommerfeld shall provide special instructions to all employees via the public address system (if one is available).

If a fire or emergency situation occurs after normal business hours, Linda Boyce / Jenny Sommerfeld shall contact all employees not on shift of future work status, depending on the nature of the situation.

D. Council Headquarters Notification

1. Linda Boyce / Jenny Sommerfeld shall contact the Council Office and the Scout Executive as soon as possible if media coverage of the situation is expected.
2. Linda Boyce / Jenny Sommerfeld shall contact the Council Office and the Scout Executive as soon as possible with information on employee injuries and/or loss of life, property damages, theft, or cargo losses.

E. Emergency Contact Information

Linda Boyce / Jenny Sommerfeld shall maintain a list of all employees' personal emergency contact information and shall keep the list in Council Owned Cars for easy access in the event of an emergency.

F. Evacuation Routes

Emergency evacuation escape route plans (see Appendix **XX**) are posted in Designated Areas throughout Council Office. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by Linda Boyce/Jenny Sommerfeld, all employees



(except those noted in Part III.B of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the **Designated Assembly Area**. Employees with offices shall close the doors (unlocked) as they exit the area.

Mobility-impaired employees and their assigned assistants will gather at the **Designated Area** within the building to ensure safe evacuation in the **Predetermined Fashion**.

G. Securing Property and Equipment

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records or shutting down equipment to prevent release of hazardous materials). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned and if it is safe do to so.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process
Scout Shop Manager	Secure cash drawers and bring them to designated Assembly area	Scout Store	1 minute or less
Scout Shop Manager	Close store fire roller	Scout Store	1 minute or less

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment have been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the **Designated Assembly Area**.

H. Advanced Medical Care

Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, or **Richard Becker, Susan Miley-Petrehn, Jenny Sommerfeld**, who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.



I. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, **Linda Boyce/Polly Fugate** shall account for each employee/visitor assigned to them at the **Designated Assembly Area**. Each employee is responsible for reporting to the appropriate **Linda Boyce** so an accurate head count can be made. All employee counts shall then be reported to the emergency action plan manager as soon as possible.

J. Reentry

Once the building has been evacuated, no one shall reenter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the **Designated Assembly Area** until the fire department or other emergency response agency notifies **Linda Boyce** that either:

1. The building is safe for reentry, in which case personnel shall return to their workstations; or
2. The building/assembly area is not safe, in which case personnel shall be instructed by **Linda Boyce/Bill Deany** on how/when to vacate the premises.

K. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to **Council Office**, authorities and/or **Linda Boyce/Bill Deany(s)** may determine that it is safer to remain indoors rather than to evacuate employees. The emergency action plan manager shall announce shelter-in-place status by public address system **or extending the word through intercom through the office phone system.**

1. **Linda Boyce/Jenny Sommerfeld(s)** shall immediately close the office/camp. If there are Scouts or visitors in any building, they shall be advised to stay in the building for their safety.
2. Unless there is an imminent threat, employees, Scouts, and visitors shall call their emergency contacts to let them know where they are and that they are safe.
3. **Linda Boyce/Jennifer Mapstone** shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the



business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.

4. **Linda Boyce/Jennifer Mapstone** shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. **Linda Boyce, Jennifer Mapstone, Bill Deany, Sam Kowalski, Jenny Sommerfeld** familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air-conditioning systems, and clothes dryers, especially those systems that automatically provide for exchange of inside air with outside air. If there is a danger of explosion, **Linda Boyce/Polly Fugate** shall close the window shades, blinds, or curtains.
5. **Linda Boyce/Bill Deany** shall gather essential disaster supplies (e.g., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at **administration b, Linda's office, fundraising supply area**, and shall take them to the **Conference Room D** within the building. *[Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy, and conference rooms without exterior windows will work well. Avoid selecting rooms with mechanical equipment like ventilation blowers or pipes. These should be avoided because this equipment may not be able to be sealed from the outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]*
6. All employees, Scouts, and visitors shall move immediately to the **Conference Room D, overflow Accounting, Development office, Kitchen** within the building. **Linda Boyce, Jennifer Mapstone, Bill Deany, Sam Kowalski** shall seal all windows, doors, and vents with plastic sheeting and duct tape.
7. **Linda Boyce, Jennifer Mapstone** shall write down the names of everyone in the room and call the **Follow contacts in Crisis Communication plan** to report who is in the room and their affiliations with **Council Office/Camp** (employee, visitor, Scouts).
8. **Linda Boyce/Jennifer Mapstone** shall monitor telephone, radio, television, and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

L. Severe Weather



The emergency action plan manager shall announce severe weather alerts (such as tornados) by public address system *Or Other Means of Immediate Notification Available*. All employees shall immediately retreat to the *Designated Area* until the threat of severe weather has passed as communicated by the emergency action plan manager.

M. Aquatic Incident

Aquatic incidents may arise from environmental factors, such as heavy rain in flood-prone areas, or from programs, such as swimming, boating, and ice fishing.

Floods can be serious catastrophes and are one of the most common hazards in the United States. Floods can be caused by a variety of factors, including a sudden accumulation of rain, rising rivers, tidal surges, ice jams, and dam failures. Floods are a common byproduct of hurricanes. Dangers include drowning, structural instability, utility disruptions leading to electrical or fire hazards, and biohazards from sewage and other contaminants.

Workers who have to respond to flooded areas face the greatest risks from floods, but councils/camps can help protect all workers and participants by preparing evacuation, response, and recovery plans and learning about the hazards commonly associated with floods. Conditions leading to floods are generally predictable, and plans should be keyed to flood watches and warnings. Council plans should include program and work cancelations in addition to early work releases and site evacuations. Federal agencies such as OSHA, CDC, and FEMA provide general information on flood preparedness, and local governments may have specific procedures for area evacuations that should be incorporated in council plans.

An aquatic emergency is an incident during an aquatic program that may result in injury or death. Examples include drowning; medical emergencies or missing persons in or on the water; boat collisions or capsize, particularly in cold or moving water; equipment malfunctions; and chemical releases at pools. Most such incidents are preventable, but risks cannot be completely eliminated. Paid and/or volunteer program staff is responsible for implementing preventative measures and also preparing and executing emergency action plans specific to the activity and the facility.

N. Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.



Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him or her.
- *Call 911 when it is safe to do so!*

How to Respond When an Active Shooter Is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Get out (evacuate).** If there is an accessible escape path, attempt to evacuate the premises. Be sure to do the following:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape, if possible.
 - Prevent individuals from entering an area where the active shooter may be located.
 - Keep your hands visible.
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call 911 when you are safe.
2. **Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.



If the active shooter is nearby, do the following:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible, do the following:

- Remain calm.
- Dial 911, if possible, to alert police of the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. **Take out (take action against the active shooter).** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him or her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow the officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.



Information to provide to law enforcement or the 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will probably be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

TRAINING

A. Employee Training

All employees shall receive instruction on this Emergency Action Plan as part of new-employee orientation upon hire. Additional training shall be provided:

1. When there are any changes to the plan and/or facility;
2. When an employee's responsibilities change; and
3. Annually as refresher training.

Items to be reviewed during the training include:

1. proper housekeeping;
2. fire prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of the emergency action plan manager and coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shutdown procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and



15. Emergency Action Plan availability.

B. Fire/Evacuation Drills

Fire/evacuation drills shall be **conducted at least annually**, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

C. Training Records

Linda Boyce/Pam Vickrey shall document all training pertaining to this plan and shall maintain records in the accounting office.

PLAN EVALUATION

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made, by **Bill Deany**. Following each fire drill, **Linda Boyce, Polly Fugate, Bill Deany, and Jennifer Mapstone** shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it.



Appendix A: Maintenance Schedule

Equipment or System Being Maintained	Inspection Interval	Other Criteria
1. Portable Fire Extinguishers	Monthly checks (Making sure it is available for use) [29CFR1910.157(e)(2)]	Annual servicing (Thorough evaluation usually by service co.) [29CFR1910.157(e)(3)]
2. Battery-Operated Emergency Lights	Monthly test using test button [NFPA 101 Sec.7.9.3]	Annual test for 1.5 hrs. [NFPA 101 Sec. 7.9.3]
3. Fire Alarm System	Supervised system to be tested annually [29CFR1910.165(d)(4)]	Maintained by trained person [(29CFR1910.165(d)(5)]
4. Emergency Telephone System	Unsupervised system to be tested every two months [29CFR1910.165(d)(2)]	Maintained by trained person [29CFR1910.165(d)(5)]
5. Automated External Defibrillator(s) (AED)	Every year or according to manufacturer's instructions	
6. Cellphone Contact Lists	Updated as personnel change	
7. Safety Data Sheets (SDS)	Annual review of SDS folder	Maintained by trained person [29CFR1910.1200(g)]



Appendix B: References and Additional Guidance

Further information on **29 CFR 1910.38, *Emergency Action Plan***; **29 CFR 1910.39, *Fire Prevention Plan***; and **29 CFR 1910.157, *Portable Fire Extinguishers*** is accessible through OSHA’s public page at www.osha.gov. An Evacuation Plans and Procedures eTool to assist in the development of an EAP can be found at www.osha.gov/SLTC/etools/evacuation/index.html.

The safety and health topics links to information on fire safety can be found at www.osha.gov/SLTC/firesafety/index.html.

The National Incident Management System information and self-study courses can be found at <https://training.fema.gov/IS/NIMS.asp>.

FEMA, Active Shooter: What You Can Do course:
<http://training.fema.gov/EMIWeb/IS/IS907.asp>

Run. Hide. Fight video (city of Houston): <http://www.readyhouston.tx.gov/videos.html>

Department of Homeland Security document, “Active Shooter: How to Respond”:
http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

The Centers for Disease Control and Prevention website on emergency preparedness can be found at <http://emergency.cdc.gov/>.



Additional Guidance

Written and oral emergency action plan and/or fire prevention plans. An emergency action plan and/or fire prevention plan must be in writing, be kept in the workplace, and be made available to employees for review. An employer with 10 or fewer employees may communicate the plan orally to employees.

The following serves as a non-mandatory guideline to assist employers in complying with the appropriate requirements for emergency plans:

1. Emergency action plan elements. The emergency action plan should address emergencies that the employer may reasonably expect in the workplace. Examples are fire, toxic chemical releases, hurricanes, tornadoes, blizzards, floods, and others. The elements of the emergency action plan presented in paragraph 1910.38(c) can be supplemented by the following to more effectively achieve employee safety and health in an emergency. The employer should list in detail the procedures to be taken by those employees who have been selected to remain behind to care for essential operations until their evacuation becomes absolutely necessary. Essential operations may include the monitoring of power supplies, water supplies, and other essential services which cannot be shut down for every emergency alarm. Essential operations may also include chemical or manufacturing processes which must be shut down in stages or steps where certain employees must be present to ensure that safe shutdown procedures are completed.

The use of floor plans or workplace maps which clearly show the emergency escape routes should be included in the emergency action plan. Color coding will aid employees in determining their route assignments.

The employer should also develop and explain in detail what rescue and medical first aid duties are to be performed and by whom. All employees are to be told what actions they are to take in these emergency situations that the employer anticipates may occur in the workplace.

2. Emergency evacuation. At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In some cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. In some cases, only those employees in the immediate area of the fire may be expected to evacuate or move to a safe area such as when a local application fire suppression system discharge employee alarm is sounded. Employees must be sure they know what is expected of them in all such emergency possibilities that have been planned in order to provide assurance of their safety from fire or other emergency.



The designation of refuge or safe areas for evacuation should be determined and identified in the plan. In a building divided into fire zones by fire walls, the refuge area may still be within the same building but in a different zone from where the emergency occurs.

Exterior refuge or safe areas may include parking lots, open fields, or streets located away from the site of the emergency and which provide sufficient space to accommodate the employees. Employees should be instructed to move away from the exit discharge doors of the building and to avoid congregating close to the building where they may hamper emergency operations.

3. Emergency action plan training. The employer should ensure that an adequate number of employees are available at all times during working hours to act as evacuation wardens so employees can be swiftly moved from the danger location to the safe areas. Generally, one warden for each 20 employees in the workplace should be able to provide adequate guidance and instruction at the time of a fire emergency. The employees selected or who volunteer to serve as wardens should be trained in the complete workplace layout and the various alternative escape routes from the workplace. All wardens and fellow employees should be made aware of handicapped employees who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, wardens should check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

After the desired degree of evacuation is completed, the wardens should be able to account for or otherwise verify that all employees are in the safe areas.

4. Fire prevention housekeeping. The standard calls for the control of accumulations of flammable and combustible waste materials.

It is the intent of this standard to ensure that hazardous accumulations of combustible waste materials are controlled so a fast-developing fire, rapid spread of toxic smoke, or an explosion will not occur. This does not necessarily mean that each room has to be swept each day. Employers and employees should be aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses. Certainly oil soaked rags have to be treated differently than general paper trash in office areas. However, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials that can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion are the types of materials with which this standard is concerned. Such combustible materials may be easily ignited by matches, welder's sparks, cigarettes, and similar low-level energy ignition sources.



5. Maintenance of equipment under the fire prevention plan. Certain equipment is often installed in workplaces to control heat sources or to detect fuel leaks. An example is a temperature limit switch often found on deep-fat food fryers found in restaurants. There may be similar switches for high-temperature dip tanks, or flame failure and flashback arrester devices on furnaces and similar heat producing equipment. If these devices are not properly maintained or if they become inoperative, a definite fire hazard exists. Again, employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturers' recommendations should be followed to ensure proper maintenance procedures.

PORTABLE FIRE EXTINGUISHERS—29 CFR 1910.157

The requirements of 29 CFR 1910.157, Portable Fire Extinguishers, apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees. Paragraph (d) of this section does not apply to extinguishers provided for employee use on the outside of workplace buildings or structures. Where extinguishers are provided but are not intended for employee use and the employer has an emergency action plan and a fire prevention plan that meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, then only the requirements of paragraphs (e) and (f) of 1910.157 apply.



Appendix C: Emergency Action Plan Checklist

Courtesy of the Occupational Safety and Health Administration (OSHA)

General Issues		
<input type="checkbox"/>	Does the plan consider all natural or man-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/>	Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency.
<input type="checkbox"/>	Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	Brainstorm worst-case scenarios, asking yourself what you would do and what would be the likely impact on your operation, and devise appropriate responses.
<input type="checkbox"/>	Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/>	Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for individuals responsible for implementation of the plan.
<input type="checkbox"/>	Does the plan address how rescue operations will be performed?	Unless you are a large employer handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably rely on local public resources, such as the fire department, which is trained, equipped, and certified to conduct rescues. Ensure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue.
<input type="checkbox"/>	Does the plan address how medical assistance will be provided?	Most small employers do not have a formal internal medical program and make arrangements with medical clinics or facilities close by to handle emergencies. If an infirmary, clinic, or hospital is not close to your workplace, ensure that on-site person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within three to four minutes of the accident. Consult with a physician to order appropriate first aid supplies for emergencies. Establish a relationship with a local ambulance service so transportation is available for emergencies.
<input type="checkbox"/>	Does the plan identify how or where personal information on employees can be obtained in an emergency?	In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.



Evacuation Policy and Procedure		
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?	The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.
<input type="checkbox"/>	Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?	It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.
<input type="checkbox"/>	Does the plan address the types of actions expected of different employees for the various types of potential emergencies?	The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.
<input type="checkbox"/>	Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation?	You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.
<input type="checkbox"/>	Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees?	Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.
<input type="checkbox"/>	Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?	Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.
<input type="checkbox"/>	Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees?	Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.
<input type="checkbox"/>	Does the plan address how visitors will be assisted in an evacuation and accounted for?	Some employers have all visitors and contractors sign in when entering the workplace. The hosts and/or area wardens, if established, are often tasked with helping these individuals evacuate safely.



Reporting Emergencies and Alerting Employees in an Emergency		
<input type="checkbox"/>	Does the plan identify a preferred method for reporting fires and other emergencies?	Dialing 911 is a common method for reporting emergencies if external responders are utilized. Internal numbers may be used. Internal numbers are sometimes connected to intercom systems so coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.
<input type="checkbox"/>	Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action?	Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace, including those who may be blind or deaf. Otherwise, floor wardens or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure.
Employee Training and Drills		
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so they understand the types of emergencies that may occur, their responsibilities, and actions as outlined in the plan?	<p>Training should be offered to employees when you develop your initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility; when new equipment, hazardous materials, or processes are introduced that affect evacuation routes; or when new types of hazards are introduced that require special actions. General training for your employees should address the following:</p> <ul style="list-style-type: none"> • individual roles and responsibilities; • threats, hazards, and protective actions; • notification, warning, and communications procedures; • emergency response procedures; • evacuation, shelter, and accountability procedures; • location and use of common emergency equipment; and • emergency shutdown procedures. <p>You may also need to provide additional training to your employees (e.g., first aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in your plan.</p>
<input type="checkbox"/>	Does the plan address how and when retraining will be conducted?	If training is not reinforced, it will be forgotten. Consider retraining employees annually.
<input type="checkbox"/>	Does the plan address if and how often drills will be conducted?	Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.