



MILES COLLEGE EMERGENCY TASK FORCE

## **EMERGENCY TASK FORCE**

The Emergency Task Force (ETF) is responsible for creating, implementing, updating and maintaining an appropriate plan of action. The ETF is also responsible for responding to the seven emergency response stages presented below. An annual evaluation of the following stages and their implementation is conducted.

The Emergency Task Force's response to all weather conditions, is to implement a seven-step process which includes the following: Step 1- Evaluation of Weather Conditions, Step 2 - Risk Assessment and Decision Making, Step 3- Effective Communications, Step 4- Implementing of a Pre-Established Action Plan, Step 5- Surveillance and Check-In Points, Step 6- Counseling and Spiritual Outreach, and Step 7- Medical and Emergency. Each step has a committee and chair from the College's Emergency Task Force for implementation purposes.

The ETF will convene pre-emergency and post emergency. It will provide a list of faculty, staff, and students who offer to serve as volunteers during emergencies, to the Vice President for Finance and Administration or his/her designee. The list should identify primary and alternate volunteers- the actual number of volunteers needed is to be determined by the number of students relocated to the campus' Safe Spaces, the anticipated duration of the emergency, and areas/sectors also needing volunteers (i.e. Help Desk). Once identified, these individuals constitute what will be referred to as Force-2. They will be notified and subsequently, provided with specific emergency response duties. Force-1 will include but is not limited to the following categories of volunteers: Facility Managers, Safe Space Workers, Food Handlers, Medical Assistants, Drivers, Facility Maintenance Personnel/Custodial Staff, Security Officers, Media Specialist and Administrative Support Personnel.

### **Senior Vice President for Finance and Administration**

The Chair will provide oversight for all operations of the Emergency Task Force; it makes decisions relevant to student relocation to campus safe spaces and/or campus evacuation. Review policy and procedures, publish letters of appointment, coordinate services with Regions' Insurance Carriers as needed and provide the funds necessary to operate before, during and after the emergency and other related duties. The Chair or designee delegates additional duties and directs responses as needed.

### **Dean of Student Affairs**

The Dean of Student Affairs works in tandem with the Senior Vice President for Finance and Administration. He/she oversees all emergency response issues pertinent to both residential and commuting students. The Co-Chair reports directly to the Senior Vice President for Finance and Administration or his/her designee.

**Chief Information Officer Representative**

Prepare the administrative computer center for damage control, prepare for resumption of computer services and equipment and provide alternative repository for backup databases and other related duties. The CIO reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Office of Public Relations Representative**

Obtain all pertinent emergency response information from outside sources e.g. news media, utility companies, governmental agencies, other educational institutions and community organizations for dissemination to all College constituency groups. Establish liaison with local radio, television, and other news media and prepares briefs for the President, and the ETF; prepares public announcements for release, as directed by the President or his/her designee. This individual reports directly to the Senior Vice President for Finance and Administration or his/her designee.

**Human Resource Management Director**

Directs the protection of sensitive and important and personnel files with the assistance of the Chief Information Officer. Provides the Emergency Response Team with emergency contact information for the Administration; prepares sign-in and sign-out rosters to be used by Emergency Task Force members, Faculty, Staff and Administrative Volunteers. Assist the Vice President for Finance and Administration with filing of claims and other related duties. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Physical Plant Director**

Directs the acquisition of emergency equipment, tools, and materials as needed. Ensure that adequate emergency equipment is supplied to each designated safe space, this includes flashlights, batteries, portable radios, bedding, food/water supplies and personnel to provide routine maintenance and housekeeping. Provide personnel and equipment to perform shutdown procedures, hazardous area control, barricades, property damage assessment, debris clearance, power restoration and plumbing, water and waste removal/restoration. Assist campus photographer in identifying, videotaping, and photographing all storm damage (i.e. grounds, buildings, equipment and supplies that have received damage or been lost. Responsible for maintaining generators and, as needed, refueling. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Student Housing Director**

Directs the protection of sensitive and important medical information. Provide the necessary medical supplies to the designated campus safe space(s) and coordinates medical emergency services with local hospital ER, Family Medical Center and other agencies. This individual works closely with Counseling Services and is expected to maintain a list of crisis and "Special Needs" safe spaces. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Residential Life (Male and Female Dorms)**

Gather pertinent information including an accurate count of students to be sheltered for the Food Service Personnel, provides up-to-date ICE (In Case of Emergency) information for all students, a list of students who reside off-campus, students who have been placed in other safe space(s) and students who departed the area with or without parental permission. Directs the protection of sensitive student file information, facilitate student movement between campus housing and safe spaces, coordinate and assign resident hall staff to serve as safe space monitors as well as SGA Members, RAs, volunteer Faculty, Staff, and Administrators. These individuals report directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Food Service Director**

The Campus Manager of Food Services is responsible for obtaining, storing, and disseminating food and food-related supplies to each residence hall and/or approved campus space upon student relocation. (Meals are provided in residence hall ONLY when storms have been classified as Category 1.) Inform students that an emergency result in a departure from regular menus and preparation styles. Supplies include non-perishable food and water proportioned per day, per person for 3 to 5 days. Responds to special dietary foods requested by either the Residential Life Staff or the Student Health Services Staff for "Special Needs" as documented in student files. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Transportation Director**

The Director compiles vehicle inventory, top-off all gas tanks, schedules drivers, and provides emergency vehicles to the ETF to be used for medical emergencies and campus assessments. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

**Campus Police - Safety/Security Director**

Campus Police mobilize and take immediate and appropriate actions to protect life and property. Maintain Safety Readiness at all times, acts as liaison between the Emergency Task Force and appropriate outside governmental agencies (Fire, Medical, Police), and provides control of hazardous areas, properties, control of the campus perimeter through the use of internal security patrols and fire prevention services as needed. This individual reports directly and daily to the Senior Vice President for Finance and Administration or to his/her designee.

**Dean of Student Engagement/College Chaplain**

The Dean of Chapel provides spiritual counseling during minor emergencies, major emergencies, and disasters to the campus community. Creates religious programming for students relocated to campus safe spaces (i.e. prayer and worship services, testimony sessions, Bible Study, etc.)

### **Counseling Services Director**

The Counseling Director provides 24-hour availability of Counseling Services personnel. The Director provides interpersonal counseling to students, faculty, and administrators; provides counseling to students relocated to campus safe spaces, students traveling following announcement of campus evacuation, and students upon resumption of regular school services and operations. The Director notifies parents/guardians of the situation(s) requiring their input and attention, and makes referrals of students to appropriate external agencies.

### **Fire Emergencies**

All fires are to be reported to the Fairfield Fire Department and to the Campus Police – Safety Office; the order of the call will depend on the severity of the fire.

If fires appear minor and controllable, telephone the Campus Police/Security office. If the fire appears large and uncontrollable, immediately telephone the Fairfield Fire Department (911), close but do not lock all doors to confine the fire on your way out/away from the fire, calmly alert others to walk quickly to the designated area and telephone Campus Police Safety/Security notifying them of the 911 call you placed prior to leaving the area.

**Fires** are dangerous and destroy life and property; therefore regular fire drills are recommended campus wide. In every building, all exits should be identified and well lighted by emergency generators, warning signs should be posted by each elevator door to use the stairs in case of a fire, fire alarms should be tested regularly, and designated areas should be established (approx 500 feet away from the buildings) in a clear area for accountability. If a person is trapped inside a burning building, stay near the floor where the air is less toxic. If a window is present, use an article of clothing or paper as a marker for the rescue crews. If a window is not present, shout at regular intervals to alert rescue crews.

**Heat Waves** are high temperatures and high humidity with limited air movement. The elderly, very young, obese, those who work outdoors and substance abusers are most at risk succumbing to heat. The three major heat-related illnesses are: Heat Stress, Heat Exhaustion and Heat Stroke and if left un-treated can result in death. Some other symptoms are headaches, dizziness, lightheadedness, fainting, upset stomach, and vomiting, dry and hot skin with limited to no sweating, mental irritability, confusion or lost of consciousness.

### **Suggested Safety Tips**

Avoid strenuous activity at the hottest point in the day, avoid constant sunlight, drink plenty of water regularly, avoid alcohol and caffeine, wear lightweight-light colored clothing, avoid using salt tablets unless directed to do so by a physician. If an emergency has been identified, telephone 911 and the Campus Police - Safety/Security, move the worker/person to a cool shaded area, loosen or remove heavy clothing, provide cool drinking water, fan and or mist the person with water. When planning outdoor activities

during the summer months (strenuous in nature-football and band) contact the Office of Campus Police-Safety/Security, Physical Plant or consult the local news for weather advisories.

## **Emergency Command Center**

### **Definition**

The Emergency Command Center (ECC) is the officially designated location for the coordination of emergency operations (Pitts Hall Basement).

### **Point of Operation**

When a major emergency occurs, or is imminent, the Vice President for Finance and Administration will confer with the Dean of Student Affairs and Student Engagement, and members of the Emergency Task Force to set up its staffing of the Emergency Command Center. The ECC will be staffed for twenty-four (24) hours per day for the duration of the emergency. The ECC becomes operable at the time of a major emergency.

### **Location**

The Emergency Command Center is located in the basement of Pitts Hall which has an independent electric power supply (generator).

### **DISSEMINATION OF INFORMATION**

Once the President's State of Emergency Proclamation is issued, the Vice President for Finance and Administration and the Emergency Task Force will alert the members of the Emergency Task Force (Force 1) who will, in turn, notify volunteers who constitute Force 2. The Vice President for Finance and Administration will notify the Vice President for Academic Affairs who will notify all faculty members. The Vice President for Finance and Administration will notify the Director of Human Resource Management who will notify all Faculty/Staff and Students. The Chief Information Officer/Human Resource Director will alert the campus communication system (W.A.R.N.)

### **SUSPENSION OF SERVICES AND SYSTEMS**

A proclamation will be issued by the President as to the suspension of classes, office closings and campus evacuation. This decision will be communicated via the W.A.R.N system, mass email, internet service, public news media, security personnel, sector/unit supervisors and residence hall personnel. Employees and students of the college shall follow these directives and govern themselves accordingly. Non-essential personnel and students seeking shelter apart from the college must complete an official Travel/Sign-out form prior to their departure from the dorms. The Emergency Task Force must make every effort possible to account for all students and Miles College's personnel.

## **RESUMPTION OF SERVICES**

The President will issue notifications for both limited and total resumption of normal college operations, utilizing the same vehicles described above. It is important to note that campus personnel are to use extreme care in re-entering the campus/offices or any part thereof after the emergency has ended. However, no one is to return to campus/offices prior to an official notification. There is some danger of accident and/or injury where the facilities may not be totally restored. Also, damaged equipment should not be operated prior to proper restoration by authorized personnel. All Miles College personnel are responsible for assessing information via the College's Home Web-page, the College's W.A.R.N system, email account and public broadcast/ media.

## **Chemical Spill**

Hazardous materials can be found in various places on the campus, (e.g. the Student Health Center, the Residence Halls, Taggart Science Building, and Physical Plant). A toxic spill can occur on the campus, or at the United States Steel Corporation located one and a half miles west of the campus. Spills can also occur on Interstate 20/59 which is located east of the campus. To prepare for such we must:

- Ensure proper labeling of all materials coming to the campus
- Use and properly dispose of all hazardous waste materials
- Supervise all laboratory use of hazardous materials
- Conduct routine environmental inspections to ensure safety
- Purchase and store equipment and devices needed to respond to such (gloves, gowns, mask, chemical wash, etc.)

In the event of a chemical spill on campus, contact the Office of Campus Police-Safety/Security immediately and be specific about the nature, materials and location of the incident. Clear the area to avoid further contamination, but do not leave the general area. Key personnel will shut down ventilation systems and close doors-(do not lock doors)-and/or establish perimeter of at least 500 feet away from the spill until Security and others arrive.

If the spill occurs off campus, follow the directives provided by the President or her/his designee via the local authorities. Remember, do not panic, look, listen, reduce further risk where possible and help others.

## **Bomb Threat**

Bomb threats whether in the form of physical evidence or a telephone call, are to be taken seriously. Contact the Office of Campus Police-Safety/Security immediately. Campus Police -Safety/Security will contact the Director of Physical Plant, Fairfield Police Department and advise the President or her/his designee of the situation. Because bomb threats are often made with the purpose of disrupting business, the decisions on the action to be taken are to be made by the President or her/his designee. If a facility search is deemed necessary, learn to look (search the room/area with your eyes) for anything out of the ordinary, learn to listen (close your eyes and listen for a clockwork mechanism and/or background noise through A/C ducts, plumbing or through the walls and note the level of

noise) and calmly report the facts, only. Do not disturb a suspicious object or device found. If an evacuation is deemed necessary, Campus Police - Safety/Security will alert building occupants and provide evaluation assistance. No one is to return to the area without clearance from Campus Police- Safety/Security. Refrain from using cell phones, hand-held radios, during this time because they can act as detonators.

## **Crashes near Campus**

### **Flight Path**

In the event of a mishap on campus; seek cover immediately (under tables, desks and other objects that will give protection against falling glass or debris). When the effects subside contact the Office of Campus Police - Safety/Security, providing them with your name, exact location and the nature of the incident. If this is not possible due to down power/telephone lines or loss of power, sound the emergency alarm in your building and carefully, yet quickly, prepare to evacuate or await rescue.

An Emergency Command Post may be established in the area by the local authorities. Avoid the media wherever possible.

### **Utility Emergencies**

In the event of a major utility failure, occurring during the regular work hours (8:00am – 5:00pm, Monday-Friday), contact the Physical Plant Division immediately. If the alarm from the backup generator has sounded, quickly leave your area, unplugging as much office equipment as possible (to prevent damage) and go to the designated open area used during drills. Remember to calmly inform others as you go and give aid to the physically disabled. Do Not Use Elevators. If the utility failure occurs in the evening or on the weekends contact the Office of Campus Police - Safety /Security immediately and begin the evacuation process. Remember, when evacuating the Chapel, A. Woods Lecture Hall (Pearson Hall), the Gymnasium and the dormitories under the cover of darkness it requires: calm, order, quick accountability and skills in crowd control.

### **Mail**

Mail-handlers are to be both observant and cautious in their duties. Any suspicious packages, packaging containing written threats, clockwork mechanism sounds, unsealed envelopes with a white powdery substance spilling out, packages with needles, wires, stains, etc should be reported to the Office of Campus Police - Safety/Security immediately, who will in turn notify the proper authorities, including the President and her/his designees. If you should handle contaminated/suspicious mail, wash your hands immediately using plenty of soap and water. DO NOT FORWARD SUSPICIOUS MAIL/PACKAGES.



## **Terrorism**

Preparing an Emergency Terrorism Plan for the Institution should be the same or similar for a family or the local community. First we must identify events and their potential for mass destruction in our community. The plan will then include; in the event that a disaster occur:

An out-of-town communications contact (A Trustee Member out of the immediate local, a Sister Institution in another state) whose purpose is to be a voice for and/or helping establishing relief efforts on our behalf.

A predetermined meeting place away from the institution for the President and her/his Cabinet Members should the institution be profoundly effected and totally evacuated, as well as a location for pertinent documents and financial records. Also prepare a disaster supply kit to be housed in the predetermined meeting place or one that will accompany the President and her/his Cabinet members.

Establishing means for Administration, Faculty, Staff and Students to contact family members who may be affected in other areas.

A terrorist incident of any nature will produce significant numbers of casualties, damage to buildings and infrastructure, involve large numbers of law enforcement and other officials, generate extensive media coverage, overwhelm our health and mental health resources and result in massive evacuations. Some acts may include the release of Bio-explosions, if so, leave the area immediately, if trapped, cover your mouth with a piece of cloth and tap on a pipe or wall-do not shout. The best response is not to panic, listen to the local authorities, including our own administration, reduce further risk wherever possible and help others.

## **Tornado Summary**

Miles College has developed an emergency plan in the event of a tornado to ensure the safety of its students, faculty and staff. The College's primary concern is the safety, health and well-being of the Miles College Family. All decisions reflect this ethic.

Evacuation outside the storm area is always recommended during a tornado as the best possible way to ensure personal safety. When official notification is made of the cancellation of classes, all students are to seek safety through evacuation outside of the storm area. Conditions during a tornado emergency are changeable and uncertain at best. However, those students who cannot evacuate on their own will be moved to the designated on-campus safe space. Once relocated to the on-campus safe space, students must abide by established rules to ensure decency and order for all concerned. Roads may become impassable due to storm damages. Depending on storm damage, these conditions can last for several days.

## **Tornado Emergency Plan Teams**

The President of Miles College has designated the Senior Vice President for Finance and Administration as the Plan Coordinator for the College's Tornado Emergency Plan. During a College-recognized state-of-emergency, the Plan Coordinator has supervisory responsibility over all departments and all personnel who make up two officially constituted teams. These two teams are the Tornado Emergency Preparedness Team and Emergency Essential Personnel Team. Assessments and decisions reached by the membership of these teams will be forwarded by the Plan Coordinator as recommendations to the College President. The following individuals constitute the membership of the College's Tornado Emergency Preparedness Team. These individuals are responsible for making assessments and, subsequently, decisions during the four distinct stages of the Tornado Emergency Plan. The four stages of the Tornado Emergency Plan are (1) Pre-season Preparation, (2) Threat assessment, (3) Class Cancellation, (4) and College Closure:

- Senior Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President for Academic Affairs
- Director of Institutional Advancement
- Director of Technology and data Information systems
- Director, Campus Police Security
- Director, Physical Plant
- Director, Human Resources
- President, Student Government Association

The following individuals constitute the membership of the Essential Emergency Personnel Team. These individuals are responsible for implementing detailed procedures for their specific area of responsibility, including General Tornadoes Response Protocol. Each of the following individuals may require and, as such, identify additional staff within his/her area to assist in the implementation of the Tornado Emergency Plan.

- Senior Vice President for Administration and Finance
- Vice President for Student Affairs
- Chief Information Officer
- Director, Campus Security
- Director, Physical Plant
- Director, Technology
- Director, Public Relations
- Director, Counseling Center
- Director, Residential life
- Director, Dining Services (GSI)
- Director, Transportation
- Dean of Student Engagement

## **Responsibilities**

### **President:**

- A. Pre-approve broad policies relative to Tornado preparedness.
- B. Make the decision for campus evacuation.
- C. Communicate decision to the campus, community, and media.

### **Vice President for Academic Affairs:**

- A. Recommend/communicate, if warranted, cancellation of classes.
- B. Inform Deans/academic departments of decision /timeline for evacuating campus.

### **Senior Vice President for Finance and Administration:**

- A. Communicate with the President and provide advise on the College's state of readiness.
- B. Communicate with Tornado Teams.
- C. Communicate emergency instructions to department heads / directors under the Administration and Finance section.
- D. Communicate with official building contacts.

### **Dean of Student Affairs:**

- A. Remain in contact with the President's Office.
- B. Implement any action necessary to evacuate students from the campus.
- C. Develop identification program for residential students who do not have transportation for evacuation.
- D. Coordinate with Director of Student Life, and other Directors and supervisors within area of responsibility

### **Director of Public Relations:**

- A. Develop and implement communication plan for campus evacuation, return to campus, and media communications during assessment stage and following emergency period.
- B. Periodically check with the Tornado Emergency Preparedness Team regarding announcements to be made during and after Tornado conditions.

**Director of Physical Plant:**

- A. Oversee overall Tornado disaster preparation.
- B. Communicate with the City of Fairfield, Birmingham and Jefferson County Emergency Management Office.
- C. Procure, store and maintain in an operable condition all supplies and equipment necessary for this plan.
- D. Take necessary steps to implement Tornado defense measures.
- E. Inventory and stock/replenish food, water, and supply stores.

**Chief Information Officer:**

- A. Test all Emergency Telecommunications equipment.
- B. Begin backups of all data center systems and store off site.
- C. Establish communications for Emergency Command Center.
- D. Begin preparations for shut down of data systems, if necessary.
- E. Work with Director of Public Relations for updates to College Website.
- F. Keep information up-to-date on web and email as it becomes available.
- G. Work with Vice President for Academic Affairs for academic updates.

**Director of Campus Police:**

- A. Assists Director of Physical Plant in the implementation of plans.
- B. Takes necessary steps to effect tornado preparation measures.
- C. Maintain communications with Emergency Management Center.

**Emergency Action Plan**  
**For**  
**Miles College**

5500

**29 CFR 1910.38**  
**Emergency Action Plan**  
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**Emergency Action Plan**  
for  
**Miles College**  
5500 Myron Massey Blvd  
Fairfield Alabama  
**Last Revised 24 Sep 2021**

**I. OBJECTIVE**

The objective of the **Miles College** Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, 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 Miles College 5500 Myron Massey Blvd Fairfield Alabama.

**II. ASSIGNMENT OF RESPONSIBILITY**

A. Emergency Plan Manager

Kenneth W. Prevo will manage the Emergency Action Plan for Miles College. The Emergency Plan Manager will also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the Miles College emergency notification system with the appropriate authorities.

The Emergency Plan Manager will 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. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action Plan.

B. Emergency Plan Coordinators

The Miles College Emergency Plan Coordinators are as follows:

<b>Bldg. Number/Section /Dept.</b>	<b>Primary Name and Position</b>	<b>Primary Phone #</b>	<b>Alternate Name and Position</b>	<b>Alternate Phone #</b>

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The Emergency Plan Coordinators are responsible for implementing the procedures in this plan in their designated areas in an emergency. *(Note: Coordinators may also be given the responsibility of accounting for employees or visitors after an evacuation.)*

The following people will be responsible for assisting employees who have disabilities or who do not speak English during evacuation:

Bldg. Number/Section /Dept.	Name of Person Requiring Assistance	Phone #	Assigned Assistant's Name and Position	Assistant's Phone #

C. Management

Miles College will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in an emergency. Miles College management will review this plan regularly to ensure proper adherence.

D. Supervisors

Supervisors will follow, and ensure that their employees are trained in, the procedures in this plan.

E. Employees

Employees are responsible for following the procedures in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and will be given the training described in the plan by Kenneth Prevo.

**III. PLAN IMPLEMENTATION**

A. Reporting Fire and Other Emergency Situations

All fires and other emergency situations will be reported as soon as possible to Tonikos Vandiber, Chief of Police by one of the following means:

1. verbally, as soon as possible during normal work hours; or
2. by telephone, after normal work hours or on weekends.



To eliminate confusion and false alarms, Tonikos Vandiber and Kenneth Coachman are authorized to contact community emergency response personnel. Contact information for the emergency response personnel for Miles College 5500 Myron Massey Blvd Fairfield Alabama:

Type of Emergency Responder	Person(s) Responsible for Contacting Emergency Responders	Contact Information for Responsible Person(s)
Fire		
Police/Sheriff		
Ambulance/EMS		

If Tonikos Vandiber or Kenneth Coachman cannot be reached, any individual with knowledge of a fire or other emergency situation may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

#### B. Informing Miles College Employees of Fires and Other Emergency Situations

In the event of a fire or other emergency situation, Tonikos Vandiber will ensure that all employees are notified as soon as possible using the building alarm system (which includes audible and visual alarms, 24 hours a day). Tonikos Vandiber will provide special instructions to all employees via the public address system.

If a fire or other emergency situation occurs after normal business hours, Kenneth Coachman, Director of Public Safety will contact all employees not on shift to provide future work status, depending on the nature of the situation.

#### C. Cabinet Notification

1. Kenneth Coachman will contact the Miles College public relations department as soon as possible if media coverage of the situation is expected.
2. Kenneth Coachman will contact the President and Sr. Vice President/ CFO as soon as possible with information on employee injuries or loss of life, cargo losses, or property damage or theft.

#### D.

## Emergency Contact Information

Tonikos Vandiber and Kenneth Coachman will maintain a list of all employees' personal emergency contact information and will keep the list in a **designated area** for easy access in an emergency.

### E. Evacuation Routes

Emergency evacuation escape route plans (see Appendix A) are posted in designated areas throughout Miles College. In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by Tonikos Vandiber, all employees (except those noted in Part III.F of this plan) must immediately exit the building(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the **designated assembly area**. Employees with offices must 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 **pre-determined fashion**.

### F. Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following people may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the **designated assembly area**.

#### G. Advanced Medical Care

Under no circumstances may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals, or **designated person(s)**, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

#### H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the Tonikos Vandiber and Kenneth Coachman will account for each employee or visitor assigned to them at the **designated assembly area**). Each employee is responsible for reporting to the appropriate **responsible person(s)** so an accurate head count can be made. All employee counts will then be reported to the Emergency Action Plan Manager as soon as possible.

#### I. Re-entry

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

All employees must remain at the **designated assembly area** until the fire department or other emergency response agency notifies Tonikos Vandiber or Kenneth Coachman that either:

1. the building is safe for re-entry, in which case personnel will return to their workstations; or
2. the building or assembly area is not safe, in which case Tonikos Vandiber or Kenneth Coachman will instruct personnel how or when to vacate the premises.

#### J. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to miles College, authorities and/or Kenneth Prevo might determine that is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system or other means of immediate notification available at worksite.

1. President or Sr. Vice President will immediately close the business. If customers, clients, or visitors are in the building, they will be advised to stay in the building for their safety.

2. Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.
3. President or Sr. Vice President will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant will 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. Tonokios Vandiber will quickly lock exterior doors and close windows, air vents, and fireplace dampers. Ledarrius Prevo familiar with the building's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, Tonikos Vandiber must close window shades, blinds, or curtains.
5. Kenneth Prevo will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at **designated location**, and will take them to the **(Shelter-in-Place Location(s))** 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, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from 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, customers, and visitors will move immediately to the **(Shelter-in-Place Location(s))** within the building. **Responsible Person(s)** will seal all windows, doors, and vents with plastic sheeting and duct tape.
7. Kenneth Prevo will write down the names of everyone in the room and will call the **Designated Emergency Contact outside the building** to report who is in the room, and their affiliations with Miles College (employee, visitor, client, customer).

8. **(Responsible Person(s))** will monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

#### K. Severe Weather

The Emergency Action Plan Manager will announce severe weather alerts (such as tornados) by public address system **or other means of immediate notification available at the worksite**. All employees will immediately retreat to the **(Designated Area)** until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

### IV. TRAINING

#### A. Employee Training

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

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

Items for review 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 Emergency Action Plan manager and coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down 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 must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the business change, processes change, or it is otherwise deemed necessary.

C. Training Records

Kenneth Prevo will document all training pertaining to this plan and will maintain records at **designated area**.

**V. PLAN EVALUATION**

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by Kenneth Prevo. Following each fire drill, Tonikos Vndiber and Kenneth Prevo will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.

**Appendix A: Emergency Action Plan Checklist**  
 Courtesy of the Occupational Safety and Health Administration (OSHA)

<b>General Issues</b>	
<input type="checkbox"/> Does the plan consider all natural or human-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 might 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. Ask yourself what you would do, what the likely impact on your operation would be, and what the device-appropriate responses would be.
<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 or a portable radio unit, so that 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 people to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for people responsible for implementing 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 you 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. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained people 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 instead make arrangements with nearby medical clinics or facilities to handle emergencies. If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite 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 a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so that transportation is readily available for emergencies.
<input type="checkbox"/> Does the plan identify how or where personal information on employees can be obtained in an emergency?	In an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, names and telephone numbers of their next of kin, and medical information.

<b>Evacuation Policy and Procedure</b>	
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?  The plan should identify situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation needed 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 person to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and that they understand that this person has the authority to make decisions during emergencies. The coordinator is 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 various employees for the 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?  Consider including locations of where to shut down utilities, such as electrical and gas utilities, for all or part of the facility. All people 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 exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first-aid kits, and 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 evacuation wardens to help move employees from dangerous to safe areas during an emergency. Generally, one warden for every 20 employees is 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 for 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 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 to 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 accounted for and assisted in evacuation?  Some employers have all visitors and contractors sign in when entering the workplace. The hosts or area wardens, if established, are often given the task of helping visitors and contractors evacuate safely.



<b>Reporting Emergencies and Alerting Employees in an Emergency</b>	
<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 used. Internal numbers may be used and are sometimes connected to intercom systems so that 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 used to alert employees, including disabled workers, to evacuate or take other action?  Make sure alarms are distinctive and recognized by all employees. Sequences of horn blows or different types of alarms (such as bells or horns) can be used to signal different responses or actions from employees. Consider making an emergency communications system available, 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 are blind or deaf. Otherwise, floor wardens or others must be given the task of ensuring that all employees are notified. Consider providing an auxiliary power supply in an electrical failure.

<b>Employee Training and Drills</b>	
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions?  Train employees when you develop your initial plan and when new employees are hired. Retrain employees when your plan changes due to a change in facility 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: <ul style="list-style-type: none"> <li>• individual roles and responsibilities;</li> <li>• threats, hazards, and protective actions;</li> <li>• notification, warning, and communications procedures;</li> <li>• emergency response procedures;</li> <li>• evacuation, shelter, and accountability procedures;</li> <li>• location and use of common emergency equipment; and</li> <li>• emergency shutdown procedures.</li> </ul> You may also need to provide additional training to your employees (for example, first-aid procedures, portable fire extinguisher use) depending on the responsibilities in your plan.
<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. 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.

## Appendix B: DWC Resources

DWC features a free occupational safety and health DVD loan library. Call 512-804-4620 for more information or visit the DWC website at [www.txsafetyatwork.com](http://www.txsafetyatwork.com). DVDs on emergency action plans include:

### **Emergency Action Plan: Crisis under Control**

**DVD1232ES, 16 min.**

Discusses development of an effective EAP. Covers emergency alarms and evacuations. Reviews importance of employee training and cooperation of employees and management with law enforcement and fire department personnel. Audience: employers and supervisors. Coastal. 2000. Includes employee handout with quiz.

### **Emergency Action Plan: The Team Approach**

**DVD1949ES, 15 min.**

Teaches employees the basic aspects of emergency action planning. Discusses evacuation procedures and the responsibilities of all personnel. Also reviews communication/command centers, preparation, and practice. 2007. Coastal. Includes quiz.

### **Emergency Action Plans**

**DVD2313, 5 min.**

Emphasizes that emergencies and disasters can strike the workplace anytime or anywhere, and that preparedness is the key to safety. Discusses reporting an emergency, employee roles and responsibilities, and accounting for employees after an emergency. Safety shorts. Includes brief quiz.

**Emergency Action Plan**  
**For**  
**Miles College**

5500

## **29 CFR 1910.38**

### **Emergency Action Plan**

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**Emergency Action Plan**  
for  
**Miles College**  
5500 Myron Massey Blvd  
Fairfield Alabama  
**Last Revised 24 Sep 2021**

**I. OBJECTIVE**

The objective of the **Miles College** Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, 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 Miles College 5500 Myron Massey Blvd Fairfield Alabama.

**II. ASSIGNMENT OF RESPONSIBILITY**

A. Emergency Plan Manager

Safety Director will manage the Emergency Action Plan for Miles College. The Emergency Plan Manager will also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the Miles College emergency notification system with the appropriate authorities.

The Emergency Plan Manager will 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. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action Plan.

B. Emergency Plan Coordinators

The Miles College Emergency Plan Coordinators are as follows:

<b>Bldg. Number/Section /Dept.</b>	<b>Primary Name and Position</b>	<b>Primary Phone #</b>	<b>Alternate Name and Position</b>	<b>Alternate Phone #</b>

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The Emergency Plan Coordinators are responsible for implementing the procedures in this plan in their designated areas in an emergency. *(Note: Coordinators may also be given the responsibility of accounting for employees or visitors after an evacuation.)*

The following people will be responsible for assisting employees who have disabilities or who do not speak English during evacuation:

Bldg. Number/Section /Dept.	Name of Person Requiring Assistance	Phone #	Assigned Assistant's Name and Position	Assistant's Phone #

C. Management

Miles College will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in an emergency. Miles College management will review this plan regularly to ensure proper adherence.

D. Supervisors

Supervisors will follow, and ensure that their employees are trained in, the procedures in this plan.

E. Employees

Employees are responsible for following the procedures in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and will be given the training described in the plan by Safety Director.

**III. PLAN IMPLEMENTATION**

A. Reporting Fire and Other Emergency Situations

All fires and other emergency situations will be reported as soon as possible to MCPD, or Safety Director by one of the following means:

1. verbally, as soon as possible during normal work hours; or
2. by telephone, after normal work hours or on weekends.

To eliminate confusion and false alarms, MCPD and Public Safety Director are authorized to contact community emergency response personnel. Contact information for the emergency response personnel for Miles College 5500 Myron Massey Blvd Fairfield Alabama:

Type of Emergency Responder	Person(s) Responsible for Contacting Emergency Responders	Contact Information for Responsible Person(s)
Fire		
Police/Sheriff		
Ambulance/EMS		

If MCPD or Safety Director cannot be reached, any individual with knowledge of a fire or other emergency situation may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

**B. Informing Miles College Employees of Fires and Other Emergency Situations**

In the event of a fire or other emergency situation, MCPD will ensure that all employees are notified as soon as possible using the building alarm system (which includes audible and visual alarms, 24 hours a day). MCPD will provide special instructions to all employees via the public address system.

If a fire or other emergency situation occurs after normal business hours, MCPD or Director of Public Safety will contact all employees not on shift to provide future work status, depending on the nature of the situation.

**C. Cabinet Notification**

1. Public Safety Director will contact the Miles College public relations department as soon as possible if media coverage of the situation is expected.
2. Public Safety Director will contact the President and Sr. Vice President/ CFO as soon as possible with information on employee injuries or loss of life, cargo losses, or property damage or theft.

**D.**

## Emergency Contact Information

MCPD and Safety Director will maintain a list of all employees' personal emergency contact information and will keep the list in a **designated area** for easy access in an emergency.

### E. Evacuation Routes

Emergency evacuation escape route plans (see Appendix A) are posted in designated areas throughout Miles College. In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by MCPD or Safety Director, all employees (except those noted in Part III.F of this plan) must immediately exit the building(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the **designated assembly area**. Employees with offices must 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 **pre-determined fashion**.

### F. Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following people may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the **designated assembly area**.



#### G. Advanced Medical Care

Under no circumstances may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals, or **designated person(s)**, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

#### H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, MCPD and Safety Director will account for each employee or visitor assigned to them at the **designated assembly area**). Each employee is responsible for reporting to the appropriate **responsible person(s)** so an accurate head count can be made. All employee counts will then be reported to the Emergency Action Plan Manager as soon as possible.

#### I. Re-entry

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

All employees must remain at the **designated assembly area** until the fire department or other emergency response agency notifies MCPD or Safety Director that either:

1. the building is safe for re-entry, in which case personnel will return to their workstations; or
2. the building or assembly area is not safe, in which case MCPD or Safety Director will instruct personnel how or when to vacate the premises.

#### J. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to miles College, authorities and/or Safety Director might determine that is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system or other means of immediate notification available at worksite.

1. President or Sr. Vice President will immediately close the business. If customers, clients, or visitors are in the building, they will be advised to stay in the building for their safety.

2. Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.
3. President or Sr. Vice President will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant will 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. MCPD will quickly lock exterior doors and close windows, air vents, and fireplace dampers. Facilities personnel familiar with the building's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, MCPD must close window shades, blinds, or curtains.
5. Safety Director will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at **designated location**, and will take them to the **(Shelter-in-Place Location(s))** 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, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from 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, customers, and visitors will move immediately to the **(Shelter-in-Place Location(s))** within the building. **Responsible Person(s)** will seal all windows, doors, and vents with plastic sheeting and duct tape.
7. Safety Director will write down the names of everyone in the room and will call the **Designated Emergency Contact outside the building** to report who is in the room, and their affiliations with Miles College (employee, visitor, client, customer).

8. **(Responsible Person(s))** will monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

#### K. Severe Weather

The Emergency Action Plan Manager will announce severe weather alerts (such as tornados) by public address system **or other means of immediate notification available at the worksite**. All employees will immediately retreat to the **(Designated Area)** until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

### IV. TRAINING

#### A. Employee Training

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

1. when there are any changes to the plan or facility;
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Items for review during the training include:

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

### C. Training Records

Safety Director will document all training pertaining to this plan and will maintain records at **designated area**.

## V. **PLAN EVALUATION**

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by Safety Director. Following each fire drill, Safety Director and MCPD will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.

**Appendix A: Emergency Action Plan Checklist**  
 Courtesy of the Occupational Safety and Health Administration (OSHA)

<b>General Issues</b>	
<input type="checkbox"/>	Does the plan consider all natural or human-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.
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<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. Ask yourself what you would do, what the likely impact on your operation would be, and what the device-appropriate responses would be.
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<input type="checkbox"/>	Does the plan identify how or where personal information on employees can be obtained in an emergency?  In an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, names and telephone numbers of their next of kin, and medical information.

<b>Evacuation Policy and Procedure</b>	
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?  The plan should identify situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation needed 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 person to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and that they understand that this person has the authority to make decisions during emergencies. The coordinator is 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 various employees for the 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?  Consider including locations of where to shut down utilities, such as electrical and gas utilities, for all or part of the facility. All people 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 exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first-aid kits, and 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 evacuation wardens to help move employees from dangerous to safe areas during an emergency. Generally, one warden for every 20 employees is 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 for 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 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 to 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 accounted for and assisted in evacuation?  Some employers have all visitors and contractors sign in when entering the workplace. The hosts or area wardens, if established, are often given the task of helping visitors and contractors evacuate safely.

<b>Reporting Emergencies and Alerting Employees in an Emergency</b>	
<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 used. Internal numbers may be used and are sometimes connected to intercom systems so that coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.  Make sure alarms are distinctive and recognized by all employees. Sequences of horn blows or different types of alarms (such as bells or horns) can be used to signal different responses or actions from employees. Consider making an emergency communications system available, 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 are blind or deaf. Otherwise, floor wardens or others must be given the task of ensuring that all employees are notified. Consider providing an auxiliary power supply in an electrical failure.
<input type="checkbox"/>	Does the plan describe the method used to alert employees, including disabled workers, to evacuate or take other action?

<b>Employee Training and Drills</b>	
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions?  Train employees when you develop your initial plan and when new employees are hired. Retrain employees when your plan changes due to a change in facility 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: <ul style="list-style-type: none"> <li>• individual roles and responsibilities;</li> <li>• threats, hazards, and protective actions;</li> <li>• notification, warning, and communications procedures;</li> <li>• emergency response procedures;</li> <li>• evacuation, shelter, and accountability procedures;</li> <li>• location and use of common emergency equipment; and</li> <li>• emergency shutdown procedures.</li> </ul> You may also need to provide additional training to your employees (for example, first-aid procedures, portable fire extinguisher use) depending on the responsibilities in your plan.
<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. 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.

## Appendix B: DWC Resources

DWC features a free occupational safety and health DVD loan library. Call 512-804-4620 for more information or visit the DWC website at [www.txsafetyatwork.com](http://www.txsafetyatwork.com). DVDs on emergency action plans include:

### **Emergency Action Plan: Crisis under Control**

**DVD1232ES, 16 min.**

Discusses development of an effective EAP. Covers emergency alarms and evacuations. Reviews importance of employee training and cooperation of employees and management with law enforcement and fire department personnel. Audience: employers and supervisors. Coastal. 2000. Includes employee handout with quiz.

### **Emergency Action Plan: The Team Approach**

**DVD1949ES, 15 min.**

Teaches employees the basic aspects of emergency action planning. Discusses evacuation procedures and the responsibilities of all personnel. Also reviews communication/command centers, preparation, and practice. 2007. Coastal. Includes quiz.

### **Emergency Action Plans**

**DVD2313, 5 min.**

Emphasizes that emergencies and disasters can strike the workplace anytime or anywhere, and that preparedness is the key to safety. Discusses reporting an emergency, employee roles and responsibilities, and accounting for employees after an emergency. Safety shorts. Includes brief quiz.