

(Your logo here)

SAMPLE PLAN

EMERGENCY ACTION PLAN FOR

(your business name) _____

A current copy of this plan is stored at (location): _____

This plan was last updated (date): _____

(Your logo here)

PLAN ADMINISTRATOR

Name: _____

Direct phone: _____

Cell phone: _____

Email address: _____

Key responsibilities of the Plan Administrator:

- Ensure all employees know about and understand this plan.
- Ensure a copy of the plan is always available to all employees at the above-designated location.
- Ensure employees' contact information is on file and up to date.

EMERGENCY POINT PERSON

Name: _____

Direct phone: _____

Cell phone: _____

Email address: _____

Key responsibilities of the Emergency Point Person:

- Maintain assignments/tasks to prepare the facility for a storm.
- Ensure all assignments/tasks are followed and completed.
- After the event, ensure employees are accounted for and safe.
- Notify employees when/if it is safe to return to the workplace.

RECOVERY COORDINATOR

Name: _____

Direct phone: _____

Cell phone: _____

Email address: _____

Key responsibilities of the Recovery Coordinator:

- Determine when it's safe to resume work or return to the work site.
- Lead the effort in assessing the damage when safe to do so.
- Coordinate any necessary repair or site cleanup.

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CRITICAL SAFETY AND OPERATIONS DOCUMENTATION

SYSTEM	DESCRIPTION & IMPORTANT CONTACT INFORMATION
Buildings and facilities	Building 1: Main 12550 North Houston Rosslyn Road 90K square feet Facility layout – see Appendix A Building 2: North Expansion 12550 North Houston Rosslyn Road 20K square feet Facility layout – see Appendix A Building 3: Yard storage facility 12550 North Houston Rosslyn Road 2K square feet Facility layout – see Appendix A
Employees at the above buildings and facilities	35 employees – Plan Administrator has an up-to-date list & contact info
Safety resources	911 Security guards / ACE Dogs Inc 555-123-4567
Safety systems	Alarm system / 555-123-4567 Outdoor security camera system / 555-123-4567 Fire alarm system / 555-123-4567 Sprinkler system / 555-123-4567
Data systems	ERP system equipment / 555-123-4567 UPS shipping system / 555-123-4567
Critical operations & equipment (listed in priority order to restore, should damage occur)	Warehouse shelving/inventory Packaging/shipping line Assembly stations Waterjet machine / 555-123-4567 Laser machine / 555-123-4567 Welding station Paint booth / 555-123-4567 Paint oven / 555-123-4567
Emergency preparation team to support Emergency Point Person.	Bob Jones Sally Smith
Storm Preparation team to support Recovery Coordinator.	Jane Doe John Doe

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PREPARATION PROTOCOLS

ACTION	PERSON RESPONSIBLE
When an impending storm has the potential to disrupt business operations, the storm will be monitored and tracked.	Emergency Point Person
Closure of the workplace will depend on careful monitoring of potential storm threats and weather advisories from government agencies.	Emergency Point Person
Early dismissal from the workplace will be evaluated considering hazardous road conditions, flooding, etc.	Emergency Point Person
Each manager will hold employee huddles to review employee responsibilities before, during, and after a storm.	Department Managers
The facility will be secured for closure: computers and technology/anything else of value or importance will be moved away from the windows.	All employees
All electronics and appliances will be unplugged and secured.	All employees
Each employee will secure their workspace.	All employees
Enact the facility preparation task list. (This list will be specific to your business and may range from covering and lashing equipment to the awning and outdoor signage removal. Ensure specific employees are assigned to each task ahead of time.)	Emergency Point Person Preparation team All employees, as assigned.

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DAMAGE / INJURY PROTOCOLS

ACTION	PERSON RESPONSIBLE
Call 911 for a severe emergency or injury.	All employees
Report damage or less-serious personal injury to the Emergency Point Person or the Recovery Coordinator.	All employees
Whether at your work facility or home, stay in a safe location.	All employees

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RECOVERY PROTOCOLS

In the event of property damage, the Recovery Coordinator will be responsible for:

ACTION	PERSON RESPONSIBLE
Assess damage to the exterior of the building, and if it appears structurally unsafe, do not enter. Watch for live power lines that may be present.	Recovery Coordinator Recovery Team
Confirm that the building's electrical system is dry and utility power is reliable before turning on the main breakers.	Recovery Coordinator Recovery Team
As much as possible, attempt to mitigate additional damage to buildings and inventory by sealing window and door openings with weatherproof material.	Recovery Coordinator Recovery Team
Take detailed photographs or videos of damage to your building(s) and inventory for documentation before cleaning the site.	Recovery Coordinator Recovery Team
Assess and advise Emergency Point Person that it is safe for employees to return to work.	Recovery Coordinator
Contact business restoration services as appropriate. Utilize the previously prepared priority list to support decision making.	Recovery Coordinator Recovery Team
Inform employees that it is safe to return to work.	Emergency Point Person