

Business Emergency Plan

Business Name

Date

Company Name		
Address		
Telephone		
Contact Name		Title
Last Revision Date		

Policy and Organizational Statements

- *Identify the goals and objectives for the emergency response plan.*
- *Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and visitors, provide first aid, etc.)*
- *Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.)*

Evacuation Plan

- *Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.*

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Staff and visitors will be warned to evacuate the building using the following system:	
Staff and visitors should assemble at the following location for accounting by the evacuation team:	

(Post a map showing the location(s) in a conspicuous location for all staff and visitors to see.)

Person who will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured.	
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Evacuation Team	Name	Location
Evacuation Team Leader		
Floor Wardens (one for each floor)		
Searchers (one per floor)		
Stairwell and Elevator Monitors		
Aides for Persons with Disabilities		
Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured)		

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Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

Shelter-In-Place Team Assignments	Name	Location
Team Leader		
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services		
Persons to direct personnel outside to enter the building		
Persons to direct employees to designated tornado shelter(s)		

Tornado Warning System & Tornado Shelter Locations

Location of tornado warning system controls	
Location of tornado shelters	

Shelter-In-Place Plan

If warned to “shelter-in-place“ from an outside airborne hazard, a warning should be broadcast and all employees should move to shelter.

Shelter-In-Place Team Assignments	Name	Location
Team Leader		
Direct personnel outside to enter the building; then close exterior doors		
Shutdown ventilation system and close air intakes		
Move employees to interior spaces above the first floor (if possible)		
Person to monitor news sources for updated emergency instructions		

Business Emergency Plan

Assembly Area Monitors (to account for evacuees at the assembly area)		
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Shelter-In-Place Shutdown of Ventilation System

Location of controls to shutdown ventilation system:	
Location of air handling units, fan rooms, or air intakes:	

Lockdown Plan

Persons trained to use the warning system to warn persons to “lockdown”

Name	Location

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Instructions for Broadcasting Warnings

Where to Access the Warning System (e.g., telephone, public address system, etc.)

Instructions for using the system:

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Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim’s location and bring a first aid kit or AED.

Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)

Name	Location	Telephone

Locations of First Aid Kits and Automated External Defibrillator(s)

Locations of First Aid Kits and “Universal Precautions“ kit (used to prevent exposure to body fluids)	
Locations of Automated External Defibrillator(s) (AEDs)	

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Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor or)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call
- Evacuation team to direct evacuation of employees and visitors.

Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken.
- Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

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Property Conservation

- Identify preparations before a forecast event such as severe weather.
- Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.
- Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan.

Emergency Response Teams

- Identify the members of emergency response teams not identified elsewhere.
- Facilities or building management staff familiar with building utility and protection systems and those who may assist with property conservation activities.
- Security
- Others trained to use fire extinguishers, clean up small spills of hazardous materials.

Team	Member Name	Location	Work Telephone	Home / Cell Phone

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Public Emergency Services & Contractors

Emergency Service	Name	Emergency Telephone	Business Telephone
Emergency Management Agency			
Law Enforcement			
Fire Department			
Emergency Medical Services			
Hospital			
Hospital			
Public Health Department			
Insurance Company			
Electrician			
Plumber			
Fire Protection Contractor			
Elevator Service			
General Contractor			
Cleanup / Disaster Restoration			

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Warning, Notification & Communications Systems

The following systems are used to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The communications capabilities enable members of our emergency team to communicate with each other and others.

	System	Location/Control Panel or Access Point
Warning System	Fire Alarm	
	Public Address	
	Other (describe)	
Notification System	Electronic	
	Telephone call tree	
Communications Capabilities	Telephone	
	Two-way radio	

Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

System Type	Location	Access Point / Instructions
Sprinkler System	Control Valve	
	Control Valve	
	Control Valve	

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Fire Pump		
Special Extinguishing Systems	Computer Room	
	Kitchen	
	Manufacturing Area	

Plan Distribution & Access

- The Plan will be distributed to members of the emergency response team and department heads. A master copy of the document should be maintained by the emergency response team leader. The plan will be available for review by all employees.
- Provide print copies of this plan within the room designated as the emergency operations center (EOC).
- Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.
- An electronic copy of this Plan should be stored on a secure and accessible website that would allow team member access if company servers are down.
- Electronic copies should also be stored on a secured USB flash drive for printing on demand.

For Questions or More Information Contact:
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