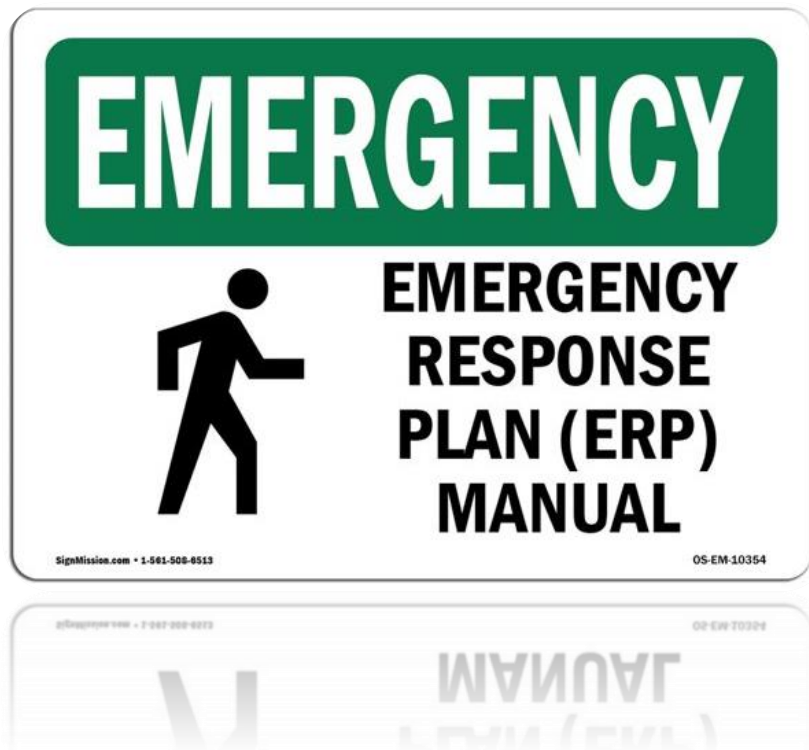


EMERGENCY ACTION PLAN

(Safe and Secure trading Est.)



WORKPLACE EMERGENCIES

Introduction

This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Special Note: *Safety and health are the overriding priorities in all emergency situations. Think before you act and... if you see something, say something!*

General Information (Refer to “EAP Position and Personnel Roster”)

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Chemical Spills, Terrorist Attacks, Criminal Acts, Extended Power Loss, etc. Personnel should identify these emergencies and report them to the Emergency Coordinator and **CALL 999** to alert Police. The local Emergency Services respond to emergencies.

Assembly Area – (Warehouse front and back gates)

Alerting Personnel

The following apply during fires and other workplace emergencies requiring evacuation:

- The fire alarm will be activated and personnel will calmly evacuate using designated escape routes giving vocal alarms of “FIRE”, etc.
- Personnel will look into rooms as they leave the suite and notify personnel to exit; do not delay your evacuation for this purpose.
- Personnel will assemble and remain in the evacuation Assembly Area. Leaving the group or failing to report to the evacuation Assembly Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify your Safety officer or the Emergency Coordinator of missing or unaccounted for personnel.
- Stay alert and listen for instructions.
- Await guidance to disperse, return to the building or take additional measures.
- In the event of a Medical or other emergency that does NOT require evacuation, **CALL 112** to alert Police and notify the Emergency Coordinator.

ROLES & RESPONSIBILITIES



Refer to “EAP Position and Personnel Roster”

Authority: Emergency Coordinator, Safety officer, and Aides for Persons with Disabilities are responsible only for evacuating personnel out of the suite and assisting personnel to the Assembly Area

A. Emergency Coordinator (EC)

Non-Emergency Responsibilities:

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After Action Review following any emergency event and provide a copy to the organization’s Director.
- The EAP shall include:
 - Emergency escape procedures and emergency escape route assignments.
 - Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
 - Procedures to account for all personnel following evacuation.

Duties/Responsibility during an Emergency:

- Ensure Floor Captains initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for our personnel following the incident and/or evacuation.
- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted for personnel.

B. Safety Officer (SO)

Non-Emergency Responsibilities:

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

- Maintain an accurate roster of all members assigned to his/her zone, which will be updated at least twice a year and upon the arrival of any new personnel.

Duties/Responsibilities during an Emergency:

- Put on a vest, take your cellphone and copy of the EAP Position and Personnel Roster and ensure accountability for all personnel in your zone.
- During an evacuation, direct people out of your zone and exit.
- Upon arrival at the Assembly Area, confirm all personnel are present or are otherwise accounted for (e.g., illness, travel, vacation, meetings).
- Immediately notify Emergency Coordinator of unaccounted for/missing personnel.

C. Aide for Persons with Disabilities (APD)

Non-Emergency Responsibilities:

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

Duties/Responsibilities during an Emergency:

- Put on vest, take your cellphone and copy of the EAP Position and Personnel Roster.
- Locate the Mobility Impaired Person(s) and assist them in getting to the designated mobility impaired location—the stairwell landing.
- Contact the Emergency Coordinator via the contact information located on your recall roster and let them know what stairwell you are located in and that you have arrived there safely with the person needing assistance.

D. All other Personnel

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as EC/SO/APD, where to find the AED, evacuation routes and procedures, Assembly Area location.

GENERAL INSTRUCTIONS FOR REPORTING EMERGENCIES



Summon emergency assistance by **CALLING 112**

Be prepared to provide the following information:

- Your name and location.
- Phone number from where the call is being made.
- Location of the emergency, including facility name and full address.
- Type of emergency:
 - Medical
 - Fire
 - Confined Space Rescue
 - Hazardous Material
 - Criminal Act
 - Bomb Threat
- Other important Information:
 - Number and condition of victims.
 - Location and extent of situation, hazard, fire, etc.
 - Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels or placards).
- What is needed

DO NOT HANG UP FIRST. Let emergency personnel hang up first.

After the call, station someone to direct Emergency Response personnel to the scene of the emergency.

MEDICAL EMERGENCIES



Survey the scene; evaluate personal safety issues.

Request assistance (SHOUT FOR HELP)

Call 997 for the 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 to respond to the victim's location and bring a first aid kit.

Location of First Aid Kits

First Aid Kit #1	At the production area
First Aid Kit #2	At webbing sling workshop
First Aid Kit #3	The main office

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- 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 the victim(s).

FIRES

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 998** to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler water flow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

****Emergency Coordinator and Safety Officers to direct evacuation of personnel****

Evacuation Procedures

- Evacuate building along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Evacuation team to account for all employees and visitors at the Assembly Area

SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator or the designated official.

Flood:

- Be ready to evacuate as directed by the Emergency Coordinator.
- Follow the recommended primary or secondary evacuation routes.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Sand storm:

- Stay calm and await instructions from the Emergency Coordinator.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Close all windows and doors.
 - Stuff towels or rags in cracks under doors.
 - Cover windows and doors.

PERSONS WITH DISABILITIES

Employee and Supervisor Responsibilities

If you are an employee with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your supervisor if you require assistance in the event of an evacuation. Second, work with your supervisor to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your supervisor you should review the procedures to be followed in an emergency situation affecting your assigned facility and familiarize yourself with your evacuation route and assembly area.

If you are a supervisor, you are responsible for reviewing your facility's EAP with all employees under your supervision, including those with disabilities, to ensure that each employee clearly understands procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of employees with a disability. You should also include your employees with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your managers. Ensure the "Aide for Persons with Disabilities" is notified of any employee that may require special assistance in the event of evacuation or emergency.

Procedures

Options for disability evacuation include:

- **Shelter in Place**—Take immediate shelter at the designated location.
- **Evacuation Chair or Other Assistive Device**—an evacuation chair or escape chair is a lightweight wheelchair used to evacuate a physically disabled person from an area of danger, such as a burning building. The chair is designed to allow an attendant to transfer the person down stairs more safely than could be done with a normal wheelchair. Such chairs may be folded to a small size and stowed in much the same manner as other firefighting equipment such as fire hoses and fire extinguishers.
- **Two-person Carry**—this is a way to carry a person to safety with the assistance of a partner. The two assistants link arms to form a backrest and grip wrists to form a seat.

Please remember, when making decisions regarding the best way to evacuate individuals with disabilities from your building, you should work closely with your local emergency response personnel and their safety specialists.

