

Preparation is crucial during a crisis.

EMERGENCY ACTION PLAN CHECKLIST



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The purpose of this manual is to assist your facility in developing an Emergency Action Plan in compliance with OSHA's Emergency Action Plan requirements. **The information in this manual is an interpretation by Nationwide of OSHA's Emergency Action Plan requirements. Under no circumstances do the suggestions in this manual constitute a warranty and none should be implied that OSHA standards will meet compliance.** Additionally, these interpretations may not present the entirety of OSHA standards or underwriting guidelines of Nationwide.



Emergency Action Plan

Company Name

An Emergency Action Plan (EAP) provides critical information to emergency responders, neighbors and the community, helping to save lives and minimize damage during a crisis, and creating a safer operation.



Action plan checklist

Draw detailed maps of major facilities. Maps should include:

- Power rooms
- Electrical mains
- Major points of access to buildings
- Major roads
- Rail intersections
- Select a head count assembly area and trained all employees in the evacuation procedures
- Assess the employee alarm system for adequacy and trained employees on its use
- Develop a list of major fire hazards and assigned workers responsible for the control of each of these hazards
- Post emergency numbers and procedures in each work area
- Create an employee roster and personal data sheets

Select employees and listed responsibilities for the following assignments:

- Emergency Coordinator
- Media Officer
- Supply Officer
- Communications Officer
- Safety Officer
- Distribute copies of the action plan to the fire department and rescue service personnel
- Invite the fire department and rescue personnel to tour your facility
- Establish a program to train employees on all aspects of emergency preparedness and fire prevention



Facility map checklist

Map should include:

- All buildings
- Access roads
- Openings in fences
- Gate access in fences
- Railroad and rail intersections
- Power lines/power line cutoff locations
- Water hydrant connections
- Nearby bodies of water
- Any unique installations/equipment
- All facilities/buildings are labeled, along with their contents
- Chemical and petroleum product areas are shown

Cross-sectional maps for multi-level buildings should include:

- Work areas on each level
- Height of structure
- Access openings
- Emergency escape routes
- Additional maps are available for large buildings
- Emergency escape routes are shown on the maps
- Emergency escape route maps are posted at each work area
- Fire department and rescue personnel have received current copies of the maps



Draw or insert **facility map** below

A large grid for drawing a facility map. The grid consists of 20 columns and 30 rows of small squares, providing a space for the user to draw or insert a map of their facility.

Draw or insert **cross-sectional map** below

A large grid for drawing a cross-sectional map. The grid consists of 20 columns and 30 rows of small squares, providing a space for the user to draw or insert a map.

Draw or insert **work area** map below

A large grid for drawing or inserting a work area map. The grid consists of 20 columns and 30 rows of small squares, providing a space for a detailed map or diagram.

Post emergency procedures in every work area

In case of an emergency, follow these steps:

- Notify the main office immediately
- Telephone numbers are posted at each telephone. When reporting an emergency, give your name, the type of emergency, the area or location of the emergency and the name and address of the business
- All employees without designated duties should proceed to the nearest safe emergency exit
- Remain calm, do not run
- Once safely outside, report to the designated head count area. This location, and areas where fire extinguishers and emergency exits and routes are located, is indicated on posted floor plans

Key employees and responsibilities:

Utilities (shut down/secure):

Primary: _____

Alternate 1: _____

Alternate 2: _____

Head count supervisor:

Primary: _____

Alternate 1: _____

Alternate 2: _____

Fire/First Aid (only if trained and authorized):

Primary: _____

Alternate 1: _____

Alternate 2: _____

Fire and/or Explosion

- Follow designated evacuation routes
- Use stairways, not elevators
- Walk, never run, unless an immediate threat of injury
- Test doors, feel for heat
- Close doors behind you

Floods

- Move to higher ground
- Avoid rivers or streams
- Don't drive or walk in flooded area
- Avoid contact with electricity
- Be extra cautious at night, due to reduced visibility

Tornadoes

- Listen to radio or television if a warning sounds
- Take shelter in a basement or substantial structure
- If driving, stop car, seek shelter in a low-lying area
- If no basement is available, stay indoors away from windows and seek shelter under the most substantial furniture or stairway available
- If in a mobile home, leave the home and go to a shelter or low-lying area as far away as possible

Earthquakes

- Be prepared for aftershocks
- Stay indoors
- Avoid windows, furniture, appliances and other heavy objects
- Stay in open areas if you're outside
- If driving, stop and stay in the vehicle, unless you are on a bridge or under an overpass
- Don't re-enter damaged buildings

Hurricanes

- Secure outdoor equipment if time permits
- Store an adequate supply of food, water, batteries, etc.
- Board up windows
- Stay indoors away from windows
- Stay in shelter area until all is clear
- Use phone or car only in an emergency

Chemical Spills

- Clean up only if trained and authorized to do so
- Use Personal Protective Equipment (PPE)
- Go to the head count (assembly) area
- If exposed to a spill, immediately seek medical attention



Post **emergency phone numbers** in every work area

Emergency phone numbers

Fire Department: _____

Ambulance/Rescue: _____

Police Department: _____

Air Ambulance: _____

Hospital: _____

Electric Power Company: _____

Gas Company: _____

Salvage Company: _____

Railroad Agent:

Home: _____

Depot: _____

Agent: _____

Insurance Company: _____

Agent: _____

Home office:.....1-800-228-6700

Risk Management Services Rep: _____

Facilities Manager: _____

Assistant Manager: _____

Emergency Coordinator: _____

Chem Trec:.....1-800-424-9300

EPA Headquarters:.....1-202-272-0167

OSHA:.....1-800-321-6742

TTY: 1-877-889-5627

Department of Labor:1-866-487-2365

TTY: 1-877-889-5627

National Poison Control Hotline:1-800-222-1222
(Emergency only)

National Pesticide Information Center: 1-800-858-7378

First aid procedures

Anhydrous Ammonia (NH3) exposure

- Flush the affected area with water for at least 15 minutes
- Do not apply oil-based salves or ointments for at least 24 hours
- If the victim has inhaled NH3 vapors, move them to a safe area. If breathing has stopped, give artificial respiration. Do not use a pulmotor
- Tell medical personnel that it is an ammonia (NH3) exposure

Chemical exposure

- For affected eyes, flush eyes with water for 15 minutes, refer to the product label for further instructions
- For other parts of the body, remove contaminated clothing and wash the skin thoroughly with soap and water. Refer to label for further instructions. If in doubt about the nature of material, get medical attention immediately. Wash clothing in strong detergent before re-using
- If medical attention is necessary, take labeled container with you

Propane exposure

- Cover the frostbitten area with warm hands or light woolen material. Take the victim inside to a warm area as quickly as possible
- Immerse the frostbitten skin in cool to cold water
- Gently cover affected parts with lightly dampened or wet woolen material if the affected skin cannot be immersed in cool water
- When possible, encourage the victim to start exercising fingers, toes, and legs
- Give the victim a warm, non-alcoholic drink
- Do not apply hot water, hot water bottles or heat lamps on burns. Do not rub skin with snow or ice, as this increases the risk of gangrene infection
- Take the victim to a physician
- Tell the physician that a freeze or frostbite from propane is parallel to a burn received from a heated object or flame



Fire prevention plans should be posted in every work area

Work area this applies to _____

Housekeeping

- Employees are responsible for keeping their work areas neat and clean
- Dispose of trash regularly to prevent the accumulation of debris, which can pose a significant fire threat, can generate dense smoke or be easily ignited
- Keep exits clear, readily accessible, and well-marked
- Report all hazards immediately and take appropriate action to eliminate or reduce the hazard
- Inspect fire extinguishers and other safety equipment on a monthly basis
- Document inspections on tags attached to the extinguisher or the equipment
- Inspections are to be conducted by the building supervisor or another designated employee
- Observe posted NO SMOKING rules
- Protect yourself and fellow employees

List of potential fire hazards

The following is a list of potential fire hazards. Potential fire hazards may include solvents, cleansers, oily rags, organic dusts, etc. Ignition sources include smoking materials, matches, welding and cutting operations, equipment or machinery operations, etc. Inspect your work area and analyze your job duties to prevent the combination of fire hazards and ignition sources.

1. _____ _____ _____ _____ _____	4. _____ _____ _____ _____ _____
2. _____ _____ _____ _____ _____	5. _____ _____ _____ _____ _____
3. _____ _____ _____ _____ _____	6. _____ _____ _____ _____ _____

For additional information contact _____, or your supervisor.



Personal data sheet should be completed for every employee

Employee

Name: _____
Employment date: ____/____/____
Job title: _____
Address: _____
City: _____
State: _____ Zip: _____
Home phone: (____) _____ - _____
Date of birth: ____/____/____

Additional information

Emergency contact 1

Name: _____
Relationship: _____
Address: _____
City: _____
State: _____ Zip: _____
Home phone: (____) _____ - _____
Work phone: (____) _____ - _____
Cell phone: (____) _____ - _____

Emergency contact 2

Name: _____
Relationship: _____
Address: _____
City: _____
State: _____ Zip: _____
Home phone: (____) _____ - _____
Work phone: (____) _____ - _____
Cell phone: (____) _____ - _____



Emergency personnel assignments

Emergency Coordinator

Primary: _____

Alternate 1: _____

Alternate 2: _____

Duties:

- Coordinate the pre-planning activities with fire department and rescue personnel
- Maintain control of all facility accident scenes until the fire chief arrives
- Update EAP whenever changes are made
- Train employees on their duties under the EAP

These duties will specifically involve _____

Supply Officer

Primary: _____

Alternate 1: _____

Alternate 2: _____

Duties:

- Maintain supply of manpower, materials and equipment needed to control potential accidents

These duties will specifically involve _____

Other Assignments

Safety Officer

Primary: _____

Alternate 1: _____

Alternate 2: _____

Duties:

- Inform law enforcement and emergency personnel of specific operation hazards

These duties will specifically involve _____

Media Officer

Primary: _____

Alternate 1: _____

Alternate 2: _____

Duties:

- Handle all media contacts for the company during emergency situations

These duties will specifically involve _____



EAP Training Record

NAME	INITIAL TRAINING DATE	EAP REVISION TRAINING DATE					ANNUAL TRAINING DATE				
							20__	20__	20__	20__	20__



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