Preparation is crucial during a crisis.

EMERGENCY ACTION PLAN CHECKLIST
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

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.
Review your **Emergency Action Plan** (EAP)
Your company’s EAP should be reviewed, revised and updated as needed, when changes are made, or annually at a minimum.

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COMMERCIAL AGRIBUSINESS INSURANCE • RISK MANAGEMENT SERVICES • NATIONWIDE NSIGHT SOLUTIONS®
**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
Draw or insert **cross-sectional map** below
Draw or insert **work area** map below
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

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

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: ________________________________
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: 1-877-882-5627
Department of Labor: .................................
  1-866-487-2365
  TTY: 1-877-882-5627
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 pulmator
- 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

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. ______________________________________________
2. ______________________________________________
3. ______________________________________________

4. ______________________________________________
5. ______________________________________________
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:_______ /_______ /______

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 ________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Safety Officer
Primary: ________________________________
Alternate 1: ________________________________
Alternate 2: ________________________________
Duties:
• Inform law enforcement and emergency personnel of specific operation hazards

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 ________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Media Officer
Primary: ________________________________
Alternate 1: ________________________________
Alternate 2: ________________________________
Duties:
• Handle all media contacts for the company during emergency situations

These duties will specifically involve ________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Other Assignments

______________________________________________________________
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# EAP Training Record

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