



# SHOW SITE EMERGENCY ACTION PLAN

Knowing what to do in an emergency will minimize risk to you, your health, and your co-workers. At times, hazards can warrant an evacuation of a facility or location. Knowing how and where to evacuate can be the difference between life and death.

A priority is to contact the facility where you are working and obtain their Emergency Action Plan (EAP). This will provide direction on correctly working within the facility's guidelines.

If a hazard that warrants an evacuation exists, follow these steps:

1. Locate and determine the safest places to re-group.
2. Designate a safety lead responsible for a head count.
3. Conduct a head count once evacuated.
4. If not all members are present, notify emergency responders of the last known location (do not be a hero)
5. All evacuated employees must stay in the designated location.

In the event of severe weather, follow these steps:

1. Designate safe cover areas before severe weather approaches.
2. Ensure that these areas are easily accessible and that employees have knowledge of them.
3. Once the weather passes and it's safe, re-group for a head count; evaluate if injuries have occurred and seek medical treatment.

If there is a threat at the designated location, follow these steps:

1. Run- Evacuate the location and get a safe distance from the danger.
2. Hide- Put yourself somewhere you will not be visible to the threat.
3. Fight- Last Resort- if you cannot safely Run or Hide, then protect yourself.

Fill in the blanks

How many employees are on shift? \_\_\_\_\_

Who's responsible for the headcount? \_\_\_\_\_

During an evacuation, where do we assemble outside? \_\_\_\_\_

Who's responsible for calling Emergency Services? \_\_\_\_\_

In a serious emergency, how do we call for Emergency Services? # \_\_\_\_\_

What is our building address? \_\_\_\_\_

Who's trained in CPR & First Aid? \_\_\_\_\_

How do we know to evacuate (word of mouth, sirens, horns, intercom, etc.) \_\_\_\_\_