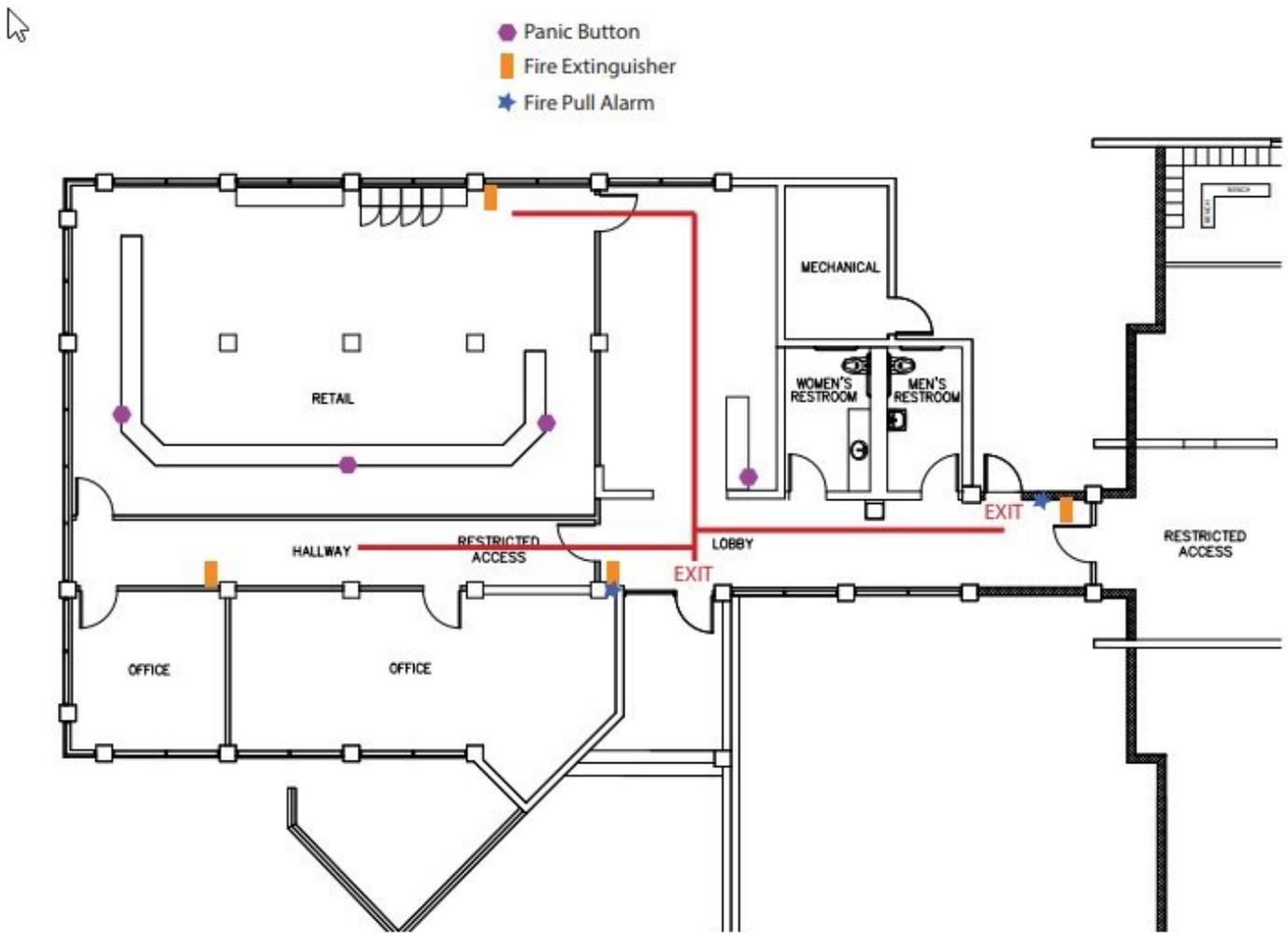




Emergency Action Plan - Merged

Written By: Hannah Ward



INTRODUCTION

An **emergency action plan** (EAP) is a written document required by particular OSHA standards. [29 CFR 1910.38(a)] The purpose of an EAP is to facilitate and organize employer and employee actions during workplace **emergencies**.

Designated Responsible Officials:

Seth Rutherford - CEO - (508)-367-7679

John Snyder - COO - (716)-796-4679

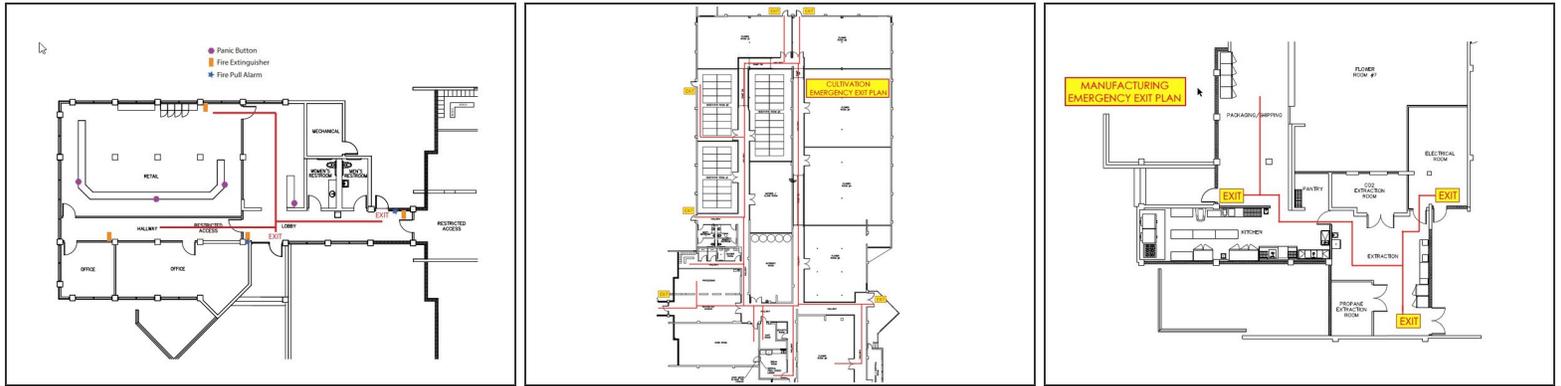
Emergency Coordinator:

Casey Hubert - Retail Manager- 413-522-8985

Specific Site:

Retail Store, Manufacturing & Cultivation

— MAPS - Evacuation & Assembly Points



- Evacuation route map and assembly point map has been posted in the office
- The following information is marked on the evacuation map
 - Emergency exits
 - Primary and secondary evacuation routes
 - Locations of fire extinguishers
 - Fire alarm pull stations' location
 - Panic button locations
 - Assembly points

— Emergency Phone Numbers

 Immediate threat, dial 911.

- **Fire Department:** Turners Falls Fire Department, 413-863-9023
- **Police:** Montague Police Department, 413-863-8911
- **Utility Company Emergency Contacts:**
 - **Electric:** Eversource, 877-659-6326
 - **Water:** Turners Falls Water Department, 413-863-4542
 - **Propane:** George Propane, 413-268-8360
 - **Telephone:** Comcast, 800-266-2278

— Responsibilities

Designated Official, Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate headcount of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor. Assistants to Physically Challenged should assist all physically challenged employees in emergency evacuation.
- Report any problems to the Emergency Coordinator at the assembly area

— Types of Emergencies

- Medical
- Fire
- Chemical Spill
- Extended Power Loss
- Severe Weather
- Armed Robbery

— MEDICAL EMERGENCY



- Call medical emergency phone number:
- Provide the following information:
 - a. Nature of medical emergency
 - b. Location of the emergency (address, building, room number)
 - c. Your name and phone number from which you are calling.
- ⚠ Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help: None at this time

— Basic Aid Tips

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EMERGENCY FIRST AID ADVICE

If you find yourself in an emergency situation, try to stay calm and do what you can until emergency help arrives.

Assess the situation • Is it safe to approach the casualty? • Don't put yourself in danger. Stay calm • Try to think clearly • Comfort and reassure the casualty	Give emergency help • Prioritise the most life threatening conditions • Try to treat any casualties where you feel them • Ask bystanders to help you if they can • Call 999/112 for emergency help	The Primary Survey • Use DR ABC to identify life threatening conditions • Remember the emergency casualties are at greatest risk.	Remember Danger Response Airway Breathing Circulation
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WHAT TO DO IF SOMEONE IS UNRESPONSIVE

1. Open their airway
2. Tilt head
3. Check for normal breathing for up to 10 seconds
4. If they're breathing normally:
 • Put them in the recovery position
 • Then call 999/112 for emergency help
 • If they're not breathing:
 • Call 999/112 for emergency help
 • Start CPR.

WHAT TO DO IF SOMEONE IS UNRESPONSIVE AND NOT BREATHING NORMALLY

1. Call for help
2. Pump
 • Give 30 Chest compressions at a rate of 100-120 per minute
3. Breathe
 • Give two rescue breaths.
 • If unwilling or unable, do chest pumps only
- Continue to pump and give rescue breaths until help arrives.

WHAT TO DO IF SOMEONE IS BLEEDING

1. Press it
2. Call 999/112 for emergency help
3. Secure dressing with a bandage to maintain pressure
4. Treat for shock.

WHAT TO DO IF SOMEONE IS IN SHOCK

1. Lie them down
 • Their legs should be raised and supported
2. Call 999/112 for emergency help
3. Loosen any tight clothing and warm
4. Keep them comfortable and warm
5. Monitor their level of response
 • If they become unresponsive prepare to give CPR.

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FIVE WAYS YOU CAN SAVE SOMEONE'S LIFE

WHAT TO DO IF SOMEONE IS CHOKING

1. Cough it out
 • Encourage the person to keep coughing
2. Slap it out
 • Give up to five sharp back blows between their shoulder blades
 • Check their mouth
3. Squeeze it out
 • Give up to five abdominal thrusts
 • If that doesn't work call 999/112.

WHAT TO DO IF SOMEONE IS BLEEDING

1. Press it
2. Call 999/112 for emergency help
3. Secure dressing with a bandage to maintain pressure
4. Treat for shock.

WHAT TO DO IF SOMEONE IS UNRESPONSIVE

1. Open their airway
2. Tilt head
3. Check for normal breathing for up to 10 seconds
4. If they're breathing normally:
 • Put them in the recovery position
 • Then call 999/112 for emergency help
 • If they're not breathing:
 • Call 999/112 for emergency help
 • Start CPR.

WHAT TO DO IF SOMEONE IS UNRESPONSIVE AND NOT BREATHING NORMALLY

1. Call for help
 • Tell them to call 999/112 and find an AED
2. Pump
 • Give 30 Chest compressions at a rate of 100-120 per minute
3. Breathe
 • Give two rescue breaths.
 • If unwilling or unable, do chest pumps only
- Continue to pump and give rescue breaths until help arrives.

WHAT TO DO IF SOMEONE HAS HAD A HEART ATTACK

1. Call 999/112 for emergency help
2. Sit them down
 • Feet supported with knees bent
3. Give them aspirin
 • 300mg dose (to chew).

Make sure you always have life saving knowledge at your fingertips. Download our free first aid app from your app store today.

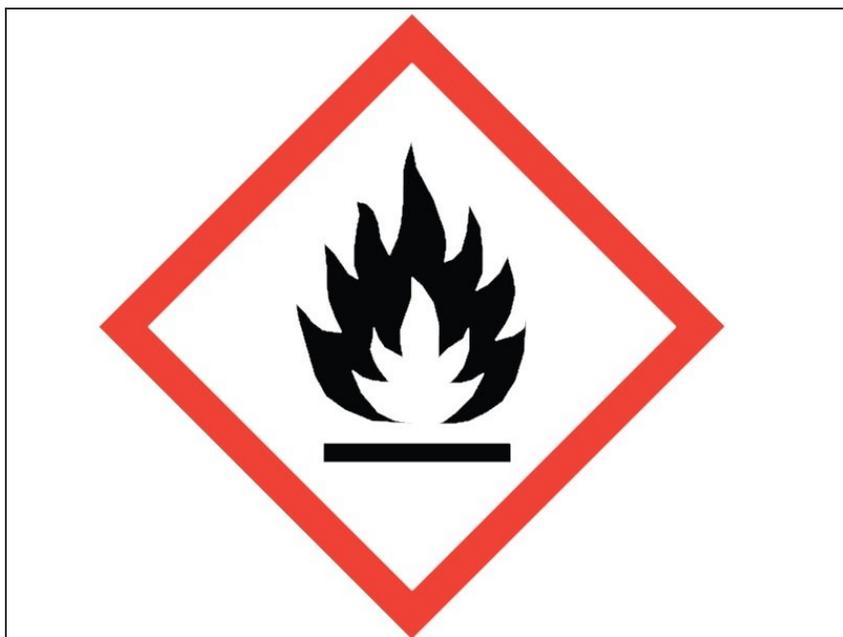
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- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids)
 - Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment.

Attempt first aid ONLY if trained and qualified.

— FIRE EMERGENCY



- When fire is discovered:
 - Activate the nearest fire alarm
 - Notify the local Fire Department by calling
 - If the fire alarm is not available, notify the site personnel about the fire emergency by text or phone.
- Fight the fire ONLY if:
 - The Fire Department has been notified.
 - The fire is small and is not spreading to other areas.
 - Escaping the area is possible by backing up to the nearest exit. &/or The fire extinguisher is in working condition and personnel are trained to use it.

— Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

— CHEMICAL SPILL

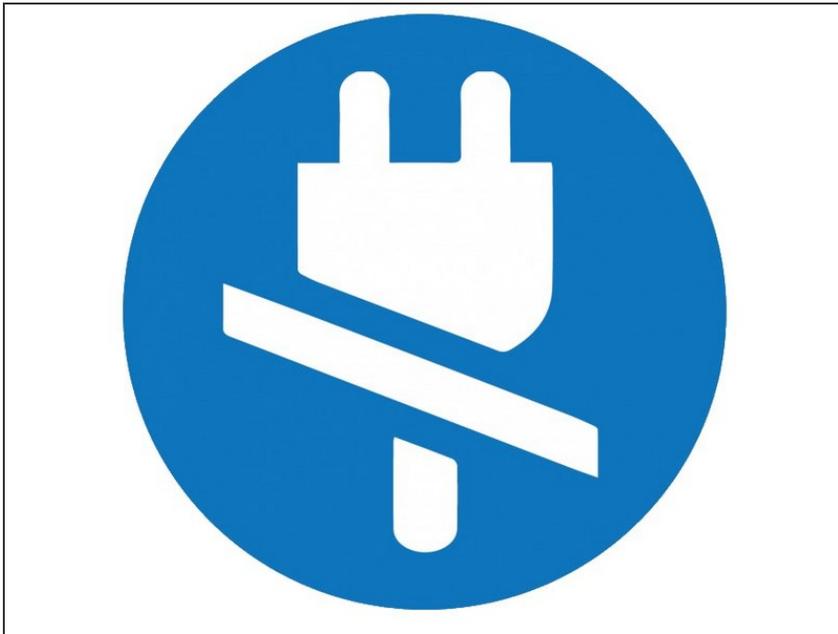
- When a Large Chemical Spill has occurred:
 - Immediately notify the designated official and Emergency Coordinator.
 - Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
 - Secure the area and alert other site personnel.
 - Do not attempt to clean the spill unless trained to do so.
 - Attend to injured personnel and call the medical emergency number, if required.
 - Evacuate building as necessary

— When a Small Chemical Spill has occurred



- Notify the Emergency Coordinator and/or supervisor (select one)
- ⚠ If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

— EXTENDED POWER LOSS

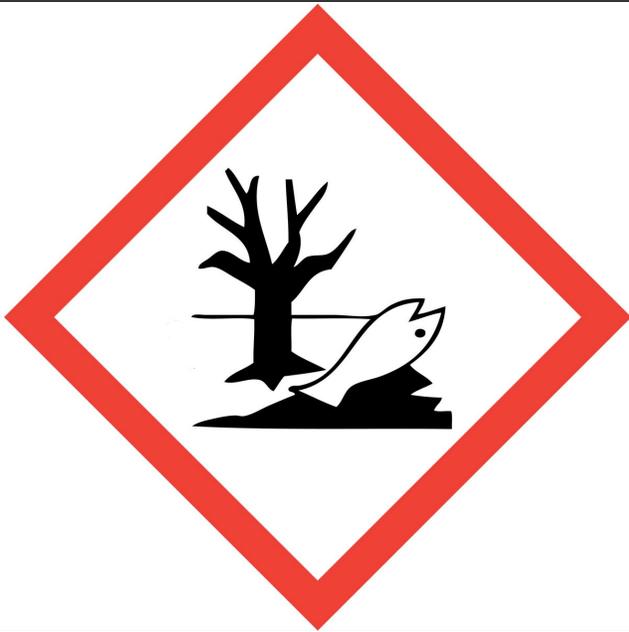


- In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:
 - Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
 - Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing

— EXTENDED POWER LOSS continued

- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- Upon Restoration of heat and power:
 - Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
 - Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

— SEVERE WEATHER AND NATURAL DISASTERS



- Tornado
- Earthquake
- Flood
- Hurricane
- Blizzard

— Tornado

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor away from doors and windows
 - Rooms constructed with reinforced concrete, brick, or block with no windows
- Stay away from outside walls and windows
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

— Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- 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 and/or the designated official.

— Flood

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

— Hurricane

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.
- **Once a hurricane watch has been issued:**
 - Stay calm and await instructions from the Emergency Coordinator or the designated official.
 - Moor any boats securely, or move to a safe place if time allows.
 - Continue to monitor local TV and radio stations for instructions.
 - Move early out of low-lying areas or from the coast, at the request of officials.
 - If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
 - Collect drinking water in appropriate containers.

— Hurricane, continued

- **Once a hurricane warning has been issued:**
 - Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
 - Leave areas that might be affected by storm tide or stream flooding.
- **During a hurricane:**
 - Remain indoors and consider the following: - Small interior rooms on the lowest floor and without windows, - Hallways on the lowest floor away from doors and windows, and - Rooms constructed with reinforced concrete, brick, or block with no Windows.

— Blizzard

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat: - Close off unneeded rooms or areas. - Stuff towels or rags in cracks under doors. - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

— Blizzard Continued

● **If outdoors:**

- If shelter is not available: - Prepare a lean-to, wind break, or snow cave for protection from the wind. - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. - Do not eat snow. It will lower your body temperature. Melt it first.

● **If stranded in a car or truck:**

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers. - Turn on the dome light at night when running the engine. - Tie a colored cloth to your antenna or door. - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

— ARMED ROBBERY



- ★ **All affected supervisory personnel should take the following action:**
- Have a supply of the Armed Robbery Description Checklist forms readily available
 - Provide for more than one person to know where the checklist is kept
 - Appoint one person ahead of time to call the police. Appoint an alternate to act in the absence of the primary person
 - Appoint one person ahead of time to lock doors and secure the area when the robber(s) leave
 - Appoint an alternate to act in the absence of the primary person. - Appoint one person to distribute the Armed Robbery Description Checklist sheets to all witnesses to the robbery. Witnesses should not consult with other witnesses about their observations before completing their checklist.
 - Collect all completed checklist sheets, if completed before officers arrive, and give them to the officers upon arrival. -Assure that all appropriate personnel receive a copy of this OP and review it on a regular basis.

— Procedure during a Robbery

ARMED ROBBERY DESCRIPTION CHECKLIST	
PHYSICAL DESCRIPTION	
Color _____ Sex _____ Nationality _____ Age _____ Height _____ Weight _____ Hair Color _____	
Build (thin, stocky, pug, etc.) _____	Complexion (dark, ruddy, ashy, etc.) _____
Nose (large, broad, pug, etc.) _____	Ears (prominent, small, etc.) _____ Glasses (frame) _____
Facial Hair (moustache, beard, long sideburns, etc.) _____	
Mask or other disguise (type, color, etc.) _____	
Scars, marks, tattoos, or deformities (describe) _____	
Other distinguishing physical characteristics _____	
CLOTHING (Describe color, type of material, style, etc.)	
Hat _____	Weapon exhibited () yes () no
Coat _____	Describe weapon _____
Shirt _____	Speech (accent, impediment) _____
Shoes _____	
Pants _____	List any names used by robber _____
Other clothing (tie, scarf, headband, jewelry, etc.) _____	
	Mannerisms (twitch, unusual walk, nervous) _____
List any other distinguishing characteristics _____	Right or left-handed _____
	FOR ADDITIONAL SPACE, CONTINUE ON REVERSE SIDE
Prepared By _____	Date _____ Time _____ Location _____



Don't be a Hero or Heroine! Do nothing that would jeopardize your safety or the safety of others. -If a firearm is displayed, assume it is real and loaded.

- Make no sudden moves and remain calm. If the robber(s) have a weapon, those persons will likely use it if provoked.
- Activate alarms ONLY if you can do so safely and without detection.
- Follow the robber(s) directions, but volunteer nothing more than you are asked.
- Make no sudden moves. If you must put your hands into a pocket or make any other moves, explain the action before doing it.
- If the robber hands you a note, drop it on the floor or place it out of sight to retain as evidence.
- Study the robber(s) as carefully as possible without being obvious. Note height, weight, race, age, clothing, jewelry, sex, speech characteristics, scars, tattoos, deformities, gait, and method of operation. Note the number of accomplices and where they stood.

- Pay special attention to the way the robbers address each other. Under stress, they may use real names. - Note the type of weapon used by the robber and where it was carried. -Note the direction in which the robber(s) departed and how the money was carried away (sack, bank bag, etc.). -Try to remember exactly what the robber(s) said.

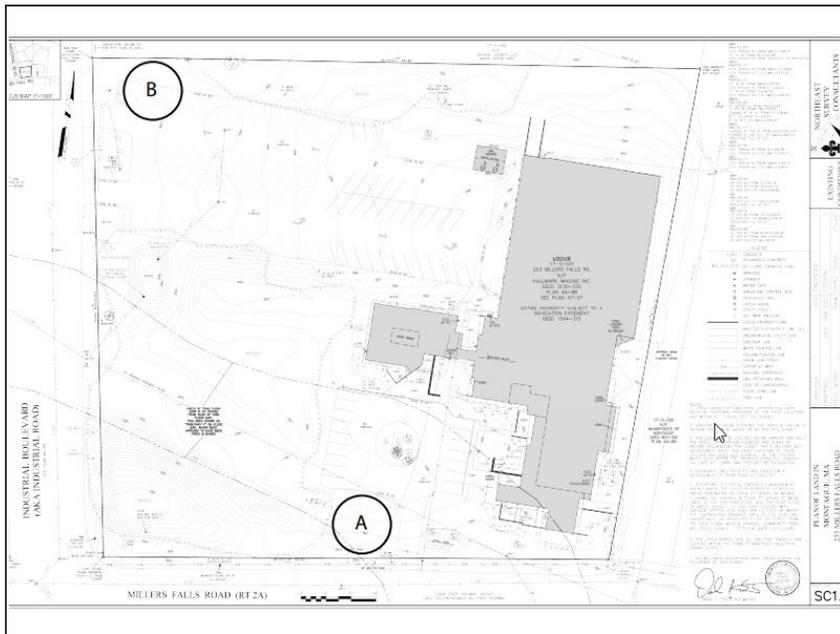
— Don't be a Hero or Heroine!

 REMEMBER THAT MONEY OR EQUIPMENT CAN BE RECOVERED OR REPLACED. A LIFE CANNOT.

— Procedure after a Robbery

- The designated employee should call the police. Give them your name and your location, and report the robbery. Do not leave the phone until you have answered all the questions that you may be asked. If injury occurred, advise police and state if an ambulance is needed
 - The person who actually dealt with the robber(s) should be near the person designated to telephone the police to assist in answering any questions asked by the police.
 - As soon as the robbery has been reported to the police, lock all doors, ask all witnesses to remain, and allow no one to enter until officers arrive
-  DO NOT TOUCH ANYTHING!
- All persons who dealt with the robber(s) or were present during the robbery should immediately begin writing all that can be remembered. -Do not discuss the robbery with anyone until after you have given your information to the police.

— Assembly Areas and Accountability



- Primary assembly area is Site A. If Site A is inaccessible or too dangerous, Site B will be used for assembly point
 - After evacuation, head count should be taken by Emergency Coordinator or other supervisor
 - Reception will be responsible for identifying any visitors who may have been in the building at the time of evacuation.
 - If emergency is prolonged or spreads beyond building, employees may be sent home, per Emergency Coordinator or supervisor.
- ⚠ ANY QUESTIONS ABOUT THIS PLAN SHOULD BE DIRECTED TO THE DESIGNATED RESPONSIBLE OFFICIALS AND/OR THE EMERGENCY COORDINATOR.**