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EMERGENCY ACTION PLAN

_____

State of Alabama

I. EMERGENCY PERSONNEL CONTACT INFORMATION.

1. The following individual shall serve as the company emergency contact:

_____
_____
_____
_____

II. ALERTS.

2. In the event of an emergency, employees are alerted in the following manner:

-- Alarm bell or buzzer

-- Public address system

-- Text alert

-- Phone call

-- Email notification

-- Verbal communication by designated leaders

III. ROUTES, ASSEMBLY, AND ACCOUNTING.

3. In the event of an emergency, employees shall evacuate in the following manner:

_____

4. After an emergency evacuation, employees will gather in the following location:

_____

5. The procedure for accounting for all employees after an emergency evacuation is as follows:

_____

IV. MEDICAL EMERGENCIES.

6. Call appropriate medical emergency personnel, such as paramedics, an ambulance, or the fire department.

7. Provide the following information to emergency medical personnel:

-- Nature of medical emergency

-- Location of the emergency (address, building, room number)

-- Your name and phone number from which you are calling

8. Do not move the victims unless absolutely necessary.

V. FIRE EMERGENCIES.

9. If a fire is discovered, pull the fire alarm if it is available and not already activated to warn occupants to evacuate. Then dial 911 to alert the fire department. Be sure to provide the following information:

-- Business name and street address

-- Nature and source of fire

-- Fire location (building and floor)

-- Type of fire alarm (e.g. detector, pull station, sprinkler waterflow)

-- Location of fire alarm (building and floor)

-- Name of person reporting fire

-- Telephone number for return call

10. An employee may attempt to fight the fire themselves ONLY under the following circumstances:

-- The fire department has been notified.

-- The fire is small and not spreading to other areas.

-- Escaping the area is possible by backing up to the nearest exit.

11. In the event of a fire, the following individual(s) are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating:

_____

12. Upon being notified about the fire emergency, employees must:

-- Leave the building using the designated escape routes posted in the following location: _____.

-- Assemble in the designated area: _____.

-- Remain outside until the competent authority announces that it is safe to re-enter.

13. Employees should adhere to the following evacuation procedures:

-- Evacuate building along evacuation routes to primary assembly areas outside.

-- Redirect building occupants to stairs and exits away from the fire.

-- Prohibit use of elevators.

VI. SEVERE WEATHER AND NATURAL DISASTERS.

14. In the event of a tornado, abide by the following procedures:

-- Seek shelter inside, attempting to find a small interior room on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and/or 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 the tornado threat is announced to be over.

15. In the event of an earthquake, abide by the following procedures:

-- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.

-- All employees drop to the ground, take cover under sturdy furniture (such as desks or tables), and hold on until the shaking stops.

-- Once safe to do so, evacuate the building using designated evacuation routes and assembly points.

-- Remain out of the building until it has been assessed for structural damage, gas leaks, fires, and other hazards.

16. In the event of a flood, abide by the following procedures:

-- Monitor weather forecasts and flood alerts issued by local authorities.

-- Move valuable equipment to higher ground and secure loose objects.

-- If possible, shut off utilities such as electricity, gas, and water to prevent further damage and reduce safety risks.

-- Secure important documents, data, and equipment in waterproof containers or elevated areas.

-- If available, deploy sandbags or flood barriers to protect entrances and vulnerable areas if time allows.

-- If evacuation is necessary, follow designated evacuation routes to higher ground or a safe location outside of the flood zone.

17. In the event of a flood, abide by the following procedures:

-- Monitor weather updates and hurricane warnings issued by relevant authorities.

-- Secure outdoor items and reinforce windows and doors.

-- Determine whether evacuation is necessary based on the severity of the hurricane and local evacuation orders.

-- If evacuation is necessary, follow designated evacuation routes, being sure to avoid flood-prone areas and potential hazards.

VII. EXTENDED POWER LOSS.

18. In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the location and environment of the facility:

-- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and sensitive equipment.

-- If temperatures are freezing, the fire sprinkler system, stand pipes, potable water lines, and toilets should be turned off and drained in the event of a long-term power loss.

-- Equipment that contains 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 power, electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

VIII. ACTIVE SHOOTER AND WORKPLACE VIOLENCE.

19. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

20. During an active shooter event, follow the run, hide, fight procedure:

-- Run: If possible, evacuate the building immediately and flee to a safe location outside the shooter's line of sight.

-- Hide: If evacuation is not possible, seek shelter in a secure location, lock or barricade doors, turn off lights, and silence electronic devices.

-- Fight: As a last resort, use improvised weapons and aggressive action to incapacitate or disarm the shooter and protect fellow employees.

21. Once being informed of an active shooter threat, initiate the following lockdown procedures:

-- Secure all entry points, lock doors, and turn off lights to create barriers and reduce the shooter's access to potential targets.

-- Silence cell phones and refrain from making noise that could alert the shooter to the employees location.

22. Contact emergency services as soon as possible to report the active shooter situation, providing details such as location, description of the shooter, number of shooters if more than one, number and type of weapons, and any known injuries.

23. Remain in a safe location until law enforcement officers provide clearance and instructions to evacuate.

24. Follow law enforcement instructions carefully and avoid making sudden movements that could be perceived as a threat.

IX. BOMB THREAT.

25. Upon receiving a bomb threat, the credibility of the threat should be evaluated based on the specific details provided, such as the location of the bomb, time of detonation, and method of delivery.

26. All relevant information should be documented, including the exact wording of the threat and any identifying characteristics of the caller or message.

27. Immediately notify the proper authorities, such as local law enforcement, bomb squads, and building management.

28. Do not touch or disturb any suspicious objects if found; instead, report them to law enforcement for further investigation.

29, If the decision is made to evacuate, direct employees to evacuate using designated evacuation routes and assembly points located a safe distance away from the building.

X.

XI. CRITICAL OPERATIONS.

30. During some emergency situations, it will be necessary for the following specially assigned personnel to remain at the work areas to perform critical operations prior to evacuating:

_____
_____

XII. MODIFICATIONS.

31. Employer reserves the right to amend, modify, or revise this Plan at any time at their sole discretion.

32. If substantive changes are made to the Plan, employees will be notified in writing of such changes.

XIII. ACKNOWLEDGMENT.

33. By signing this, employees acknowledge and confirm that they have read and understood this Plan and agree to comply with all provisions herein.

34. Employees acknowledge and understand that this Plan is a guide and does not create contractual obligations upon the Parties. Any existing employment contracts shall be prevailing.

EXECUTION:

IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:

_____
Employee Signature

_____
Employee Name

_____
Date