



Emergency Action Plan

Methow Fiber



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I. PURPOSE

The purpose of an Emergency Action Plan is to protect employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate responders take over.

II. SCOPE

For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our employees and visitors.

It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. DEFINITIONS

Assembly Area: Designated safe area for gathering groups of employees during an emergency.

Management Team: Designated personnel with authority to make decisions affecting the Cooperative in an emergency

Safety Contacts: Assigned Employee who assists during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.

Hazardous Substances: Any substance with the potential to cause harm.

MSDS: Material Safety Data Sheet

NOAA (National Oceanic and Atmospheric Association): Radio information available from weather receivers or scanners.



IV. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. Planning

Preparation will be key in the response in case of an emergency.

1. Inform employees how and with whom to communicate in an emergency.
2. Assign specific tasks.
3. Identify employees with specific needs.
4. Provide a building specific plan.
5. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps:
 - ✓ Emergency and accessible exits
 - ✓ Evacuation routes
6. Train employees on EAP annually.

B. Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources:

- Building smoke detection
- Police Department
- Radio
- Internet
- Private citizen

It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees (e.g., yell “Fire,” pull building alarm, call the office, etc.). Inform immediate supervisor who will continue notification up the chain of command.

NOTE: The building emergency alarm system is reserved for total evacuation of the building.



C. Emergency Alarms and Advisories

Fire Alarm

In the event of a fire, smoke detection systems will activate an alarm automatically. The employee working at the front desk will notify 911 once the alarm is activated.

V. ASSIGNMENTS AND RESPONSIBILITIES

- 1) The Department Managers will designate Employees to perform the duties of safety contacts. Communication may be by radio, telephone or voice. If the situation is severe then law enforcement may declare an emergency.

Management Team:

- General Manager
 - Office Manager
 - Broadband Manager
 - Systems Manager
- 2) An Employee needing assistance will notify their supervisor.
 - 3) Responsibilities
 - a) Management Team
 - i) Review emergency action plan annually, revise as necessary, and make a copy available.
 - ii) Plan training exercises to test evacuation plan.
 - iii) Instruct personnel of their duties during an emergency.
 - iv) Determine method of monitoring for emergency situations.
 - v) Direct emergency actions including the following:
 - (1) Assign tasks to personnel to carry out specific actions.
 - (2) Order evacuation, if deemed necessary.
 - (3) Take any other action necessary to protect life.
 - vi) Provide status and other reports to the Broadband Manager or designee.
 - vii) Assess nature and extent of all emergencies.
 - viii) Assume initial control of all emergency actions, such as those listed below, until local emergency personnel arrive:
 - (1) Obtain volunteers to carry out supporting actions.
 - (2) Develop system to assist persons who need assistance.
 - ix) When the alarm activates, quickly check offices in your area as you exit the building. Advise anyone seen of the need to evacuate.



- x) Assist Employees and/or visitors who need assistance.
 - xi) Once out, advise emergency responders of anyone remaining in the building.
 - xii) Keep occupants from reentering building until advised by emergency personnel that re-entry is allowed.
 - xiii) Notify employees when it is ok to re-enter the building.
- b) The Broadband Manager or designee will be responsible for maintaining contact with field personnel via radio, cell phone, or other method to ensure they are kept informed of any developing incidents.

VI. EVACUATION ROUTES & MEETING PLACES

Maps of evacuation routes are displayed throughout the facility (i.e., offices, meeting rooms, etc.). Each map shows the way to an exit, based on where it is displayed in the building. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes. The Operations Manager shall verify that the signs are in place and up-to-date.

The meeting place for evacuations is in the main parking lot

Procedure to account for employees:

- 1) Manager/Supervisor or designee will complete a head count of their department & visitors.

Procedure for reporting to the emergency personnel any missing trapped or injured occupants:

- 1) Supervisor or alternate should sweep offices/rooms as they leave the building, keeping their own safety in mind.

If an employee locates someone who requires assistance and they are incapable of providing it, the employee should make note of their location and condition and report it to both supervisor and emergency personnel immediately upon exiting the building.

The receptionist on duty will be responsible for sweeping the front bathrooms in the event of an evacuation.



VII. DISABILITIES

Employees are responsible for informing their department manager or immediate supervisor that they will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance or to assume what type of assistance they may need. However, there may be situations when an employee needs assistance due to the type of emergency in conjunction with their disability, such as those with vision limitations, who may not have communicated such need.

Employees must study and remain aware of the features of each building they are in, including stairways and exits. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their work areas if emergency evacuation becomes necessary.

Escorts should remain with a person with disabilities while a manager meets emergency personnel and tells them of the person's location. If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the best and fastest manner possible. The individual is the best authority as to how to be carried or helped from the building. Professional emergency personnel are anticipated to assist in the evacuation.

Employees are not expected to endanger their own lives to assist with the evacuation of an employee or visitor. Emergency personnel will evacuate the mobility-impaired persons as necessary.



VIII. RESPONDING TO EMERGENCIES

Each emergency requires a different response. In a bomb threat, hazardous material spill or weather emergency, employees may be sheltered in place. At other times, building evacuation is the appropriate action.

In case of an emergency:

- 1) **Call 911** to report an accident or life-threatening situation.
 - a) **Fire Procedures:** To evacuate the building upon seeing smoke/fire or hearing the fire alarm:
 - i) Verbally warn employees in the immediate area, such as, yelling “FIRE!”. The signal for a building-wide evacuation will be the activation of the fire alarm. All employees are required to evacuate the building.
 - ii) The person who identifies a fire or smoke will **DIAL 911** from a phone in a safe area to report the incident to emergency responders.
 - iii) Close the doors as you leave, if possible, to prevent the spread of the fire.
 - iv) When out, go to designated meeting place. Leave walk-ways and drives open for fire and emergency responders.

At the discretion of the individual, use extinguisher if trained.

- b) **Propane Leak:**
 - i) If a gas odor, gas leak or a fire occurs:
 - (1) Attempt to shut off gas from Emergency Shut Off.
 - (2) Notify the Propane Manager.
 - (3) Evacuate the area.
 - (4) All employees and local response departments shall be instructed as to the shut-off procedures annually.



- ii) If there is a liquid LP gas leak in the building, the following procedure should be followed:
 - (1) Determine if evacuation is required.
 - (2) Approach an LP gas leak from up wind and keep out of the cloud (liquid expanding to vapor).
 - (3) All persons in the probable path of the cloud should be ordered out of the area immediately, ON FOOT, with a complete evacuation to follow.
 - (4) Cut all sources of ignition in the probable path of the cloud: pilot lights, electric lights (do not use the wall switch – have power disconnected at transformer), telephones, etc.
 - (5) Do not permit anyone to enter the cloud, except in an extreme emergency.
 - (6) Speed up evaporations of liquid by using a water fog nozzle.
 - (7) Have a fire department apparatus stand by in the event of a flash.
 - (8) After evaporation, check low places, pockets, basements, etc. for downwind vapors.
 - (9) Do not restore sources of ignition until complete evaporation has taken place and the area thoroughly checked.
- c) **Severe Weather Procedures:** In the event of a severe weather warning, the following procedure should be put into effect.
 - i) Managers will monitor NOAA and other sources for latest weather advisories and notify everyone if action is needed.
 - (1) Severe Storm Warning or Storm Watch: Weather conditions are favorable for the possible development of severe weather or winter storms. Continue normal activities and have first-line supervisor monitor the situation and notify others if conditions deteriorate.
 - (2) Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or sighted in the area.

Make sure everyone in your area is aware of the storm and the need to move to a safer location. Then immediately move personnel to one of the designated safe assembly areas, such as the lowest level of your building without windows (e.g., a restroom, center stairwell, hallway or office). Close the door. Stay sheltered until it is safe.

If you are outside when you become aware of the storm, take cover in a building close by.

(a) Designated Safe Assembly Area:

(i) Break Room

- 1. Remain calm and check for injuries.
- 2. Call 911 if there are injuries.

**d) Blizzard**

- i) If indoors:
 - (1) Stay calm and await instructions from the Management Team
 - (2) Stay indoors!
 - (a) If there is no heat:
 - (i) Close off unneeded rooms or areas.
 - (3) If outdoors:
 - (a) Find a dry shelter. Cover all exposed parts of the body.
 - (4) If stranded in a vehicle:
 - (a) Stay in the vehicle.
 - (b) Make sure exhaust pipe is not blocked.
 - (c) Run motor about ten minutes each hour. Open the window a little for fresh air.
 - (d) Make yourself visible to rescuers.
 - (e) Exercise to keep blood circulating and to keep warm.

e) Earthquake

An earthquake usually occurs without any type of warning. Attempt to get under a table or desk. Once the earthquake has stopped, initiate the following procedure:

- i) Stay calm and await instructions from the Management Team.
- ii) Keep away from overturned fixtures, windows, filing cabinets and electrical power.
- iii) Check for injuries and provide assistance as needed.
- iv) If major structural damage has occurred, the Management Team should order a complete evacuation. The building should be inspected by a qualified inspector.

f) Flood

- i) If outdoors:
 - (1) Move to high ground.
 - (2) Avoid walking or driving through flood water.
 - (3) If you choose to drive a vehicle through floodwater and if the vehicle stalls, abandon it immediately and move to higher ground.
- ii) If indoors:
 - (1) Be ready to evacuate as directed by the supervisor.
 - (2) Time permitting, move vital material and equipment to higher ground.



g) Hostile or Criminal Activity

- i) If you observe a crime in progress or behavior which you suspect is criminal or hostile:

- (1) DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.
- (2) Communicate threat to co-workers.
- (3) Call 911 to notify police. Report as much information as possible such as:

- (a) Activity
- (b) Person's description
 - (i) Height
 - (ii) Weight
 - (iii) Gender
 - (iv) Clothing
 - (v) Weapons
- (c) Location
- (d) Direction of travel
- (e) Vehicle
 - (i) Color
 - (ii) Year
 - (iii) Make
 - (iv) Model
 - (v) License Plate Number

- (4) Stay on the phone with the police dispatcher and provide additional information as changes in the situation occur until the first police officer arrives at your location.

h) Safety Guidelines for Armed Subjects, Active Shooter Situations

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival:

- i) If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place and inform them of your location; remain in place until the police gives the "all clear." Unfamiliar voices may be the shooter attempting



to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

- ii) If an active shooter is in the building, determine if the room you are in can be locked and, if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- iii) If an active shooter enters the office, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a **very last resort** after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place.
- iv) No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off until advised it is safe to do so by police.

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard: their purpose is to stop the shooting as quickly as possible. The officers will be armed with rifles, shotguns or handguns, and might use pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

IX. MEDICAL EMERGENCIES

1. Call 911 immediately if the injury is life threatening. Provide the information the dispatcher requests.
2. Do not move the victim unless leaving them would cause further harm.
3. First Aid Kits are in the break room, bathroom, and individual fleet vehicles.
4. AED is located in the break room.



5. In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheets (MSDS) where available. Attempt first aid **ONLY** if you are trained and qualified. Call 911 and refer to the Hazardous Substance Spill section of this document.

X. EXPLOSIVE THREAT, SUSPICIOUS PACKAGE

The threat that a bomb has been planted is usually made via the telephone. In most cases, these threats have been proved to be false and no device or material was located; however, all threats need to be taken seriously.

- 1) **Telephone Threat:** The person receiving a telephone bomb threat should remain calm and obtain as much information as possible by completing the **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call 911**. Give all available information. Notify immediate supervisor.
- 2) **Written Threat:** Written threats can come in the form of a note, letter or fax, through the U.S mail or an e-mail.
 - i) In all cases, **DO NOT** handle the envelope or letter/note any more than is necessary or let anyone else touch it.
 - ii) Immediately call police and direct supervisor/manager.
 - iii) Preserve the received material until it is given to the proper authority.
- 3) **Bomb Threat:** Upon locating or being advised of a bomb threat, the Manager or designee will cordon off the area, call 911 and wait until police arrive and then consult with them for an evacuation decision. The police are responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer will go room to room to notify occupants of the decision to evacuate. If evacuation takes place, do not reenter until the building has been searched and declared safe by the police.
Primary evacuation routes must be searched prior to ordering an evacuation unless the on-scene police officer determines otherwise.
- 4) **Suspicious Package:** If a suspicious package or device is found, **immediately** notify the police by calling 911, and inform your supervisor. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm**. Request all persons to leave the room where the package is **if the package is a suspected biohazard (e.g., anthrax)**. All such threats should be taken seriously.

(1) Suspicious packaging might look like:

- (a) Powdery substance felt through or appearing on the package or envelope.
- (b) Oily stains, discoloration or odor.
- (c) Lopsided or uneven envelope.
- (d) Excessive packaging material such as masking tape, string, etc.

(2) Handling Suspected Packages or Envelopes



- (a) Do not shake or empty the contents of any suspicious package or envelope.
- (b) Do not carry the package or envelope, show it to others or allow others to examine it.
- (c) Put the package or envelope down on a stable surface: do not sniff, touch, taste or look closely at it or at any contents that may have spilled.
- (d) Leave the area and alert co-workers.
- (e) WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- (f) If possible, create a list of employees who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- (g) Await arrival of emergency responders.



XI. TELEPHONE BOMB THREAT CHECKLIST

(Keep this checklist near your phone.)

QUESTIONS TO ASK CALLER

When is the bomb going to explode? _____

Where is it? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? Why? _____

What is your address? Name? _____

Can we help you? _____

EXACT WORDING OF THREAT

Gender of caller: M / F Race: _____ Approximate age: _____

Date/Time call received: _____ Length of call: _____

CALLER'S VOICE

<i>Calm</i> _____	<i>Nasal</i> _____	<i>Soft</i> _____	<i>Angry</i> _____	<i>Stutter</i> _____
<i>Whispering</i> _____	<i>Loud</i> _____	<i>Excited</i> _____	<i>Lisp</i> _____	<i>Laughter</i> _____
<i>Slow</i> _____	<i>Accent</i> _____	<i>Raspy</i> _____	<i>Crying</i> _____	<i>Rapid</i> _____
<i>Deep</i> _____	<i>Normal</i> _____	<i>Distinct</i> _____	<i>Slurred</i> _____	<i>Ragged</i> _____
<i>Deep Breathing</i> _____	<i>Disguised</i> _____	<i>Clearing Throat</i> _____	<i>Cracking</i> _____	<i>Other</i> _____

BACKGROUND SOUNDS/NOISES

Street noise _____	Other Voices _____	Wildlife _____	PA system _____
Music _____	Static _____	Machinery _____	Clear _____
Motor _____	Radio/TV _____	Long distance _____	Local _____
Office Sounds _____	Weather _____	Restaurant _____	Cell Phone _____

Other? (Specify) _____

CALLER'S ATTITUDE & LANGUAGE

Well spoken _____	Incoherent _____	Profane/Foul _____
Irrational _____	Taped message _____	Message being read _____

REMARKS:

Your name: _____ Your title: _____

Your telephone: _____ Date checklist done: _____



XII. FIRE PREVENTION AND WORKPLACE HAZARDS

1) Employee Responsibility

- a) It is the responsibility of all employees to prevent any type of fire in the building. Follow the guidelines listed in this emergency action plan.

2) Listing of Typical Fire and Workplace Hazards

- a) **Electrical circuits**, wiring and extension cords worn and frayed
- b) **Electrical appliances** such as coffee pots, microwaves and portable heaters left unattended or on at the end of the day
- c) **Flammable solvents** such as gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities
- d) **Flammables & combustible liquids** not stored in a designated area or storage cabinet
- e) **Impaired fire controls**
- f) Fire and smoke doors blocked open
- g) Storage and trash in stairways and hallways
- h) **Oil-soaked rags**: dirty rags should be stored in a metal container with a lid

3) Housekeeping

Good housekeeping shall be the responsibility of **ALL** employees.

- a) Waste materials are to be discarded in their proper places.
- b) Heat producing equipment shall be maintained in good working order and kept a minimum of 36 inches from combustible items while in operation.
- c) Personnel are responsible to keep their work areas neat and orderly.
- d) All aisles and exits will be kept clear.
- e) Access areas to fire extinguishers will be kept clear.

4) D. Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the smoke detector systems, fire extinguishers and their locations to the Operations Manager.

XIII. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted by Management to evaluate the cause, actions and responses and to determine what corrective or preventive actions are necessary.

FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT: Management

