



Best Practice Guide For Emergency and Fire Prevention Plans



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Introduction

Natural disasters (hurricanes, tornadoes, earthquakes and floods) as well as manmade emergencies (fires, bomb threats, medical emergencies) can occur anywhere. These emergencies can cause damage to buildings, equipment and threaten the safety, health, and lives of anyone at a municipal property. Knowing the actions to take in advance and implementing them quickly in case of an emergency, are key to minimizing injuries, property damage and loss of life. By establishing an emergency preparedness plan in advance, your organization can protect its employees and guests and make the return to normal operations easier and faster. The key is awareness for all. Management, supervisors, and employees need to know that prevention is key in reducing the potential for an emergency to occur. However, not all events, particularly storm events, are controllable. When an emergency event does take place, then management, supervisors and employees need to know what to do.

As you develop an Emergency Action Plan (EAP), consider the steps your staff will need to follow to ensure the protection of the municipality's staff, visitors, and assets. An EAP does not cover every contingency. However, it does provide general guidance that can be useful in developing appropriate response. Use the information provided in this Best Practice to guide you in developing a site-specific EAP for each of your municipal locations where employees work or visitors may congregate.

OSHA 29 CFR 1910.38 – Emergency Action Plan – requires that an emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

There are key elements which must be part of every EAP. These include:

- Procedures for reporting a fire or other emergency.
- Procedures for emergency evacuation, including type of evacuation and exit route assignments.
- Procedures to be followed by employees who remain to operate critical operations before they evacuate (if applicable).
- Procedures to account for all employees and visitors after evacuation.
- Procedures to be followed by employees performing rescue or medical duties.
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.
- Training requirements for the plan.

Fire is the most likely emergency exposure for employees. OSHA standard CFR 1910.39 requires that employers having more than 10 employees

develop a written Fire Prevention Plan in addition to having an Emergency Action Plan.

OSHA 29 CFR 1910.39 – Fire Prevention Plan – requires that the plan must be in writing, be kept in the workplace, and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

The basic elements of a fire prevention plan shall include:

- A listing of all major fire hazards
- Procedures for proper handling and storage of hazardous materials.
- Identification of potential ignition sources, how they can be controlled, and the type of fire protection equipment necessary to control each major hazard
- Procedures to control accumulations of flammable and combustible waste materials.
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent accidental ignition of combustible materials.
- The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- The name or job title of employees responsible for the control of fuel source hazards.

The employer must inform employees of the fire hazards to which they are exposed when initially assigned to a job. An employer must also review with each employee those parts of the fire prevention plan necessary for the employee's self-protection.

Plan Development

To assist you in developing your site-specific EAP, we have listed key steps for you to follow:

- **Identify emergency scenarios that should be included in the EAP.** This would include Fire, Flood, Severe Storms, Workplace Violence, etc.
- **Establish a building evacuation plan and post it at each exit access to the means of egress.** A means of egress is an unobstructed path to leave buildings, structures, and spaces. The evacuation plan must identify a location where all employees as well as any visitors will meet immediately after evacuation, to ensure that everyone exited the building safely.
- **Train all employees on the plan and any detailed responsibilities they have in the plan.** This includes full-time, part-time, volunteers, and

seasonal staff. Any committees or other groups that may use the facility, as well as elected and appointed officials must also be informed of on the Plan.

- ***Include emergency telephone / mobile numbers for key responders in the plan.*** This could include Law Enforcement (Federal, State, County or local police); Fire Department, Ambulance / Rescue, and Poison Control centers. Also included would be other entities that may be needed, including: hospitals, utilities, Hazardous Material emergency responders, Maine Department of Labor, and the municipality's insurance provider. There may be others to consider as well.
- ***Keep an updated list of employees' contact information.***
This should include telephone number, addresses, and who to contact in the event of an emergency. Phone numbers should be identified as primary / secondary, nighttime / daytime, home / business. If available, get cell phone numbers in addition to landline phone numbers. Maintain current emergency contact information for each employee. If an employee becomes ill, is injured, or dies, prompt notification to the employee's emergency contacts is essential. Also, the Maine Department of Labor must be notified within 24 hours of any serious illness or injury requiring immediate hospitalization, and notified within 8 hours of any death (see appendix B for details). Contact information for your insurance provider is also essential. Maintain contact information for key officials and ensure they are notified of an event.
- ***If the municipality has multiple locations, make sure that you maintain an up-to-date list of the telephone numbers and addresses at those locations.***
- ***Use and location of all fire extinguishers.*** If fire extinguishers are located in the building, the employer must determine which employees, if any, will be trained on use of fire extinguishers. Ref: OSHA 29 CFR 1910.157. Only trained staff should use an extinguisher. The policy can state "Fire extinguisher located throughout the facility are for first responders and others trained in their use. Employees not receiving annual fire extinguisher use training are expressly forbidden to attempt to extinguish any fire. Untrained employees will sound the alarm, call the fire department and evacuate the building to the assembly area." Or, the EAP can have a list of trained staff who would be expected to be able to respond to a beginning stage fire and use a fire extinguisher.
- ***Location of fire alarm pulls stations.*** If the building is equipped with fire alarm pull stations, staff should know the location of the alarm pull stations, how to activate them, and who is notified (local siren only, monitored central station, auto-dialer, etc.) when the alarm is pulled.
- ***Municipally-owned, rented or leased space.*** The municipality shall provide evacuation maps in each office, room, or facility that is rented or is leased to others. Regular facility audits should be conducted by the municipality to assure the evacuation maps are present, legible, and accurate. Facility safety audits should include, but not be limited to

accessibility of primary and secondary exits, including exit access and exit discharge, fire detection systems, fixed and portable fire suppression systems, and emergency lighting.

Identify Emergency Scenarios

Any event resulting in building evacuation: Fire, Bomb Threat, Flood, etc.

- Activate Alarm – this may be a fire alarm pull station or a verbal alarm.
- Notify emergency responders. Typically, this is done by dialing 9-1-1, but depending on your location or the employer's phone system, you might have to dial a pre-digit to obtain an outside line before 9-1-1 can be dialed or you might have to call emergency responders directly. If your phone system requires a pre-digit entry, the sequence of numbers to be dialed should be identified. *Example: If dialing "8" is needed to access an outside line, then state "In case of emergency dial 8, then 9-1-1". Remember: use of cell phones will not provide the Emergency Dispatcher with your exact location. You must be able to tell the dispatcher exactly where you are located.*
- Personnel should evacuate the building and immediately re-group at the designated location, where a head count should be done to ensure all are accounted for. 'Key' staff should be identified who are last to exit, and check that all staff and members of the public have exited their locations.
- If space is being used by an outside group or entity or if an employee is holding a meeting with an outside group or entity on municipal property, the person in charge of the meeting should begin their meeting by reviewing where the emergency exits and meeting point are located. This information should be provided to them by the owner of the space being rented, or whoever has charge of the premises.
- Annual fire drills are required as part of a Best Practice.

Workplace Violence: Workplace violence has become an increasingly common occurrence. This event can occur between co-workers, between employees and customers, between employees and supervisors, between employees and family members, and from non-work associated members of the public. The municipality should develop a Workplace Violence Policy which describes how to handle such events. It is recommended that training be provided to staff by qualified instructors, such as local law enforcement.

Severe Weather: In the event of severe weather, including hurricane, tornado, ice storm and blizzard, the municipality should identify how staff will be notified of early closure, building evacuation, place of refuge, or late opening. Individual departments, such as Police, Fire, and Public Works should have specific emergency management plans in place, coordinated with the Maine Emergency Management Agency.

Employee Training

The municipality must designate and train employees to assist in a safe and orderly evacuation of other employees. This would include a review of the EAP with every employee. OSHA 29 CFR 1910.38 specifies the frequency of training:

- When the plan is developed or an employee is assigned initially to a location
- When an employee's responsibilities under the plan change
- When the plan is changed.

References/Resource:

OSHA 29 CFR 1910.38 – Emergency Action Plan – www.osha.gov

OSHA 29 CFR 1910.39 – Fire Prevention Plan – www.osha.gov

Office of State Fire Marshal - <http://www.maine.gov/dps/fmo/index.htm>

Maine Bureau of Labor, Safety Works!

http://www.safetyworksmaine.com/safe_workplace/sample_programs

MMA Safety Shorts:

Maintaining Exits for Means of Egress

<http://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?PortalId=0&EntryId=637>

Office Safety

<http://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?PortalId=0&EntryId=651>

MMA Best Practice:

Workplace Fire Safety and Extinguishers

- http://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core_Download&EntryId=615&PortalId=0&TabId=204

SAMPLE

Fire Prevention and Emergency Preparedness Action Plan

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Introduction

Natural disasters (hurricanes, tornadoes, earthquakes and floods) as well as manmade emergencies (fires, bomb threats, medical emergencies) can occur anywhere. These emergencies can cause damage to buildings, equipment and also threaten the safety, health, and lives of anyone at (Municipality, School, Utility or District Name)

Knowing the actions to take in advance and implementing them quickly in case of an emergency, are key to minimizing injuries, property damage and loss of life. By establishing an emergency preparedness plan in advance, (Municipality, School, Utility or District Name) _____ can protect its employees and guests and make the return to normal operations easier and faster. The key is awareness for all. Management, supervisors, and employees need to know that prevention is key in reducing the potential for an emergency to occur. However, not all events, particularly storm events, are controllable. When an emergency event does take place, then management, supervisors and employees need to know what to do.

Requirements

The OSHA standard, 29 CFR 1910.38, covers employee emergency plans in the workplace. This requires the employer to establish a plan to address emergencies that the employer may reasonably expect in the workplace. The standard identifies specific practices designed to protect employees from injury and to develop plans to prevent fire and other controllable emergencies.

This plan is provided to all employees and will be reissued when required by revision. All new employees will be provided with this plan and trained at time of hire.

Definition

An emergency can be defined as an unplanned event that can cause death or injury to employees, customers or the public or that can shut down any organization, disrupt operations or cause physical or environmental damage. (Municipality, School, Utility or District Name) _____'s Emergency Preparedness and Action Plan will manage emergencies through procedures, training, drills, equipment and documentation.

Emergencies that this plan will address include: Fire, bomb threat, workplace violence, medical emergencies, winter storm event, high wind/tornado, flood, hurricane, and earthquake (add/delete as appropriate).

Note: In addition to the Employee Emergency Preparedness and Action Plan, administrative policies and procedures have been established. The administrative policies and procedures are supportive to the implementation of the plan and are updated as needed. Master copies are maintained by (Employee Name or Position) _____ and may be reviewed by employees on request.

Fire Prevention / Fire Emergency Plan

Fire is the most probable emergency exposure for employees. The employee lounge, mechanical and storage spaces, coffee stations, computer room and electrical sources are the most likely originators of fire (amend as appropriate). OSHA standard CFR 1910.39 requires that employers having more than 10 employees develop a written Fire Prevention Plan.

Fire Prevention

To reduce the likelihood of fires, the following rules and workplace practices have been adopted:

1. (Location) _____ is a non-smoking facility. Employees and visitors may smoke outside and when smoking, must be at least 20 feet away from the building – or where specified in the Smoking Policy. Do not congregate near or obstruct exits and properly dispose of cigarette butts in containers provided for that purpose.
2. Combustible materials such as paper and cardboard waste will be kept at a minimum by daily disposal or more frequently as required. Do not store paper or cardboard waste in a manner that will obstruct building exits.
3. Combustible materials (paper, cardboard, wood, etc.) shall not be stored in stairwells or in the boiler room.
4. All stoves, coffee makers, hot plates or other cooking appliances must be switched off and unplugged when not in use. Cooking appliances must never be unattended when in use. Safe use of appliances is the responsibility of the user.
5. Do not overuse extension cords. Never run electrical cords under carpeting, through windows or doorways or fasten them with staples or unapproved fasteners.
6. Do not block access to travel aisles, emergency exits, electrical panels or fire extinguishers.
7. (Municipality, School, Utility or District Name) _____ prohibits the burning of candles, incense or any other open flame.
8. (Municipality, School, Utility or District Name) _____ prohibits the use of electric or other portable space heaters.

(Expand/amend as appropriate)

Fire Protection: NOTE: Amend this section to fit your location.

The building is equipped with a number of fire protection and emergency alerting systems. These include:

Sprinkler System - The building is 100% sprinkler protected. The “wet” (or “dry”) system automatically discharges through heads activated by high temperature. Activation of the system triggers the building fire alarm (or other alarm system) and notifies the fire department (or other location, such as a contracted monitoring company). The system is inspected and maintained by an outside vendor the _____

contracts. Records are kept by _____. (Include specialized sprinkler or extinguishing systems as in place.)

Alarm System – The building is (is not) provided with security/intrusion and smoke/heat sensors as well as “pull box” fire alarm stations (*Edit as needed*). Fire alarms are both audible and visual within the building and are monitored by (System Monitoring Service) _____. *If there are no central alarm systems, identify that a verbal alarm is in use to alert others of a serious event. If the building has a Fire Pull station which does not go to a central dispatch, then identify that it is a local alarm only and will NOT alert emergency responders.*

Egress Routes –Emergency exits and travel routes to them are marked with EXIT signage which may be illuminated internally, illuminated by a reliable light source (emergency lighting), or is reflective (*Identify which apply*). Emergency lighting of travel aisles and exits is also provided in the event of power failure (*Include only if emergency lighting is in place, or identify that a generator will automatically activate and provide lighting*).

“Area of Rescue Assistance” –*this is to be used only if you have an “Area of Rescue Assistance”*. The stairway at the top of the stairs is designated as an “Area of Rescue Assistance”. In the event that the top floor cannot be evacuated through the main lobby, this stairway is the secondary means for emergency egress. It should be used by handicapped or other individuals as a safe area. It has a one hour fire rated designation and is provided with a communication system to summon assistance.

Self-closing fire doors – *this is to be used only if you have self-closing fire doors*. Self-closing fire doors (normally open) are located at various points throughout the building. The doors will close automatically when the fire alarm activates. The purpose of the doors is to insure safe travel to emergency exits and to prevent fire spread. Self-closing fire doors and fire rated doors leading to the rear stairway (normally closed) should never be secured in the open position or otherwise blocked from closing.

NOTE: When automatic fire doors have closed they can be opened manually to allow travel.

Fire Extinguishers - Fire extinguishers are located throughout the building for use by first responders or others so trained in extinguishing beginning stage fires. Only persons who have been trained should consider using a fire extinguisher. Extinguishers are inspected monthly by _____ (town manager, custodian, town clerk, etc.) and annually by a contracted qualified company for availability and operability. The monthly checks should be documented either on the tag on the extinguisher or in a dedicated notebook.

Training, is provided annually. A list of employees trained in the use of fire extinguishers is maintained as an administrative policy/procedure. Employee training records are located in (Location) _____.

Fire Emergency/Evacuation

In the event that the emergency fire alarm system is activated or a verbal warning of fire or other emergency requiring evacuation is given, all employees are to evacuate the building by following the procedure below: (customize to fit your facility)

1. In the event of a fire alarm test or fire drill, an announcement may be made prior to the test/drill. If no announcement was made, you must assume the fire alarm was sounded for an actual emergency.
2. For an emergency, immediately stop what you are doing, remain calm and leave the work area by the nearest exit.
3. The building is divided into sections (diagram attached) each have a designated primary and alternate floor monitor whose responsibility it will be to see that all employees leave the building promptly and safely. A list of designated areas and monitors is attached as "Appendix "A" of this Policy. *(Use this section only if it applies to your building. Your facility might be small enough that you can easily 'see' who is in the building and walk with them to the outside rally point).*
4. The staff member responsible for a meeting of any outside group (non-staff) will inform attendees at the start of the meeting of the location of exits and the Rally Point location in the event that an evacuation is necessary. The Rally Point area will be determined based on meeting location. There may be more than one Rally Point depending on size of building and number of people.
5. All employees should leave the building using the nearest exit through which it is safe to do so. All emergency exits are marked with lighted red "EXIT" signs. If the nearest exit is blocked by smoke or flames use another exit.

NOTE: Emergency Evacuation routes are posted in conspicuous locations throughout the building.

6. *(Use this section only if it applies.)* **DO NOT USE THE ELEVATOR.** It is the responsibility of able staff to assist any persons with disabilities in reaching a handicapped accessible exit or "Area of Rescue Assistance". (Municipality, School, Utility or District Name) _____ will have made every attempt, however, to make prior arrangements with a floor monitor or other staff for these individuals to have assistance in evacuating the building.
7. After exiting, quickly proceed away from the building. All (list departments) _____ personnel will gather at the _____ *(identify your rally point)* Ex. far corner of the parking area. Employees and visitors will gather at this location regardless of the exit used to leave the building. When you exit, immediately move far enough from the building to enable everyone to exit and to stand clear of the movement and operation of emergency vehicles. Do not leave the premises until instructed to do so.
8. If you have multiple floors or sections to your facility, each floor or section will have a designated primary and alternate floor monitor whose responsibility it will be to see that all employees leave the building promptly and safely.

9. Once evacuation is complete, the department contacts will confirm that all employees and visitors are out of the building. Department contacts are listed in Appendix "A".
10. Once outside, do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by the most senior level staff member.
11. Please do not speak with the media. To prevent needless confusion and / or release of incomplete, inaccurate or personal information, please respond with "no comment". Questions should be referred to the (Name or title of Person) or most senior management person available.

Medical Emergency

In case of medical emergency, call 9-1-1 *Remember that cell phones do not provide your location! Examples of a medical emergency include unconscious person, severe bleeding, seizure, symptoms of heart attack or stroke, difficulty breathing, etc.

When you call 9-1-1, be prepared to answer the following questions:

- Where and what is the problem?
- How many injured?
- Your name, phone number.
- Any additional information asked. Stay on the telephone until the 9-1-1 dispatcher gives you the "ok" to hang up.
- Send someone to meet the emergency responders at the front of the building to direct responders to the injured person.

First Aid – First Aid cabinets are located (List locations) _____.

Provide First Aid only if you have had proper training and certification.

Bomb Threat

If you receive a bomb threat:

- Stay calm and keep talking. Do not hang up.
- Signal a coworker or supervisor and have them call 9-1-1, using a different phone line so that the original call can be traced later.
- Ask the caller to repeat the message and write it down, record if possible.
- Ask where the bomb is, what it looks like and when it is set to go off.
- Listen for background noises that might tell you where the caller is calling from.
- Try to get the person's name, location and phone number.
- Write down any details about the caller's voice (gender, tone, accent, repeated words or phrases, etc.).
- Notify a supervisor and/or a senior level staff member.

- If a decision to evacuate is made by emergency personnel or staff, warning will be made by activating either the fire alarm system or providing a verbal alarm.
- For evacuation, follow the Fire Emergency/Evacuation Plan.

Suspicious Mail

All incoming mail for _____ (Municipality, School, Utility or District Name) is received by _____ (Employee Name). If the receiver of the mail is concerned, they should notify their Supervisor, who will determine if 9-1-1 should be contacted. Follow the Fire Emergency / Evacuation Plan, should it become necessary to evacuate the building.

Workplace Violence/Threat

_____ (Municipality, School, Utility or District Name) is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. These behaviors in our workplace will not be tolerated. Individuals, including employees, visitors or others who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

A Policy on Workplace Violence is issued to all employees at time of hire and is found in the Employee Personnel Policy Manual. Please refer to this policy for non-emergency information regarding workplace violence. *(Determine if your municipality has such a policy in place and identify that policy.)*

If at any time a staff member feels threatened or is uncomfortable with a situation, he/she should relay that to his/her immediate supervisor or another member of management. **Threats or assaults that require immediate attention should be reported immediately to police by calling 9-1-1.**

Weather Emergencies

Winter Storms – Severe snow and ice storms are common in Maine and may impact the ability for _____ (Municipality, School, Utility or District Name) to safely operate. Such situations are usually of short duration and may include a late start, early release, or office closing. Employees are encouraged to use their own best judgment regarding their individual circumstances, when considering work or travel in adverse conditions, and follow _____ (Municipality, School, Utility or District Name) storm policy / procedure.

Hurricane – Hurricanes do not occur frequently in Maine, but do happen. The National Weather Service (NWS) estimates that the eye of a Category 1 hurricane passing within seventy-five miles of the Maine Coast will occur once every 30 years. A Category 2 will occur once in a 100-150 year period and a Category 3 will occur once every 200-400 years.

Preventative measures to be taken include relocation or securing of any items located on the _____ (Municipality, School, Utility or District Name) grounds, protecting windows/glass by taping or covering and relocating files or records from storage close to windows or areas where leakage is likely to occur.

Since hurricanes are reasonably predictable, employees will be notified in advance of plans of operation for _____ (Municipality, School, Utility or District Name). Employees are encouraged to use their own best judgment regarding their individual circumstances when considering work or travel in adverse conditions.

Flood – _____ (Municipality, School, Utility or District Name) (*identify if your location is in a Flood area.*) In heavy rain/high wind events, it is reasonable to anticipate that localized damage with leakage could occur. Employees are encouraged to store perishable items such as files, books, etc. off the floor and away from windows. Localized flooding may occur along travel routes employees take to and from work. Check local weather advisories for travel conditions. Employees are encouraged to use their own best judgment regarding their individual circumstances when considering work or travel in adverse conditions.

Tornado/High Wind Event – Tornadoes in Maine are typically generated by severe summer storms. Because of Maine's geography and sparse population, there have not been significant amounts of property damage or personal injury. The National Weather Service (NWS) provides warning of tornado producing conditions and severe summer storms through radio and television broadcasts. The NWS issues tornado watches and warnings. A Tornado Watch indicates that conditions are favorable for tornadoes to develop. Keep apprised of weather if a watch is issued. A Tornado Warning means that a tornado is imminent or occurring. Take shelter immediately. In the event of a tornado, there is no such thing as a "safe area". However, there are safer areas within any building. In the event of a tornado or high wind warning, employees should seek refuge in the basement, which is below grade and away from windows. Kneel down in a fetal position facing a wall and cover your head with your arms until an all clear signal is given.

Earthquake – While Maine has experienced numerous measurable earthquakes in the last 100 years, none have caused substantial damage. The largest recorded earthquake in Maine was estimated to be 5.9 magnitudes on the Richter scale and occurred near Eastport in 1904. Because Maine is located inland of the boundaries of the North American plate, all of the earthquakes that occur in Maine are "intra plate" earthquakes. Maine is not subjected to the frequent, deep and large earthquakes that are generated by the edges of tectonic plates bumping into each other. While the probability of a strong earthquake occurring in Maine is small, it is still a possibility. FEMA has previously said that a 7.0 magnitude earthquake could occur anywhere along the east coast. The Maine Geological Survey says all of Maine has a moderate risk for earthquake.

Maine has no statewide building codes that incorporate earthquake resistant components into building construction. Buildings located in urban areas are subject to greater damage due to their density and design, especially multistory structures. Secondary effects include increased chance of fires, exposed live power lines, utility service interruption, injury from falling debris and the inability of emergency responders to reach scenes of incidents.

When shaking begins –

- Drop, cover and hold on! Stay indoors until the shaking stops and you are sure it is safe to exit. Move only a few steps to the nearest safe place. Stay away from windows and outer walls. Get under something sturdy or in an interior doorway. Protect your head and hold on.
- If you are outdoors, find a clear spot away from buildings, trees and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place away from buildings, trees, power lines, vertical structures and steep slopes. Stay in the car until the shaking stops.

After shaking stops –

- Locate employees and visitors. Check restrooms, storage areas and workplaces for those that may be trapped or injured. Give first aid for serious injuries or summons emergency assistance.
- Extinguish small fires. Eliminate fire hazards as able and switch off utilities if you can safely do so.
- Evacuate if necessary. Check for blocked/unsafe exits and doorways. Determine which evacuation routes people should use. Do not use the elevator. Evacuate to safe areas outside and away from other potential hazards such as power lines, storage tanks, building facades and / or signage.
- Expect aftershocks. Each time you feel one, drop, cover and hold on!
- Listen to a radio for instructions. Use land line telephones only to report extreme/life threatening emergencies.

Training

All staff will be trained on this Fire Prevention and Emergency Action Plan upon hire and annually. An Emergency Evacuation Drill will be practiced annually. Training and Drill records will be maintained by _____.

Questions

If you have any questions regarding this Plan, please ask your Supervisor.

APPENDIX "A"

Evacuation Plan

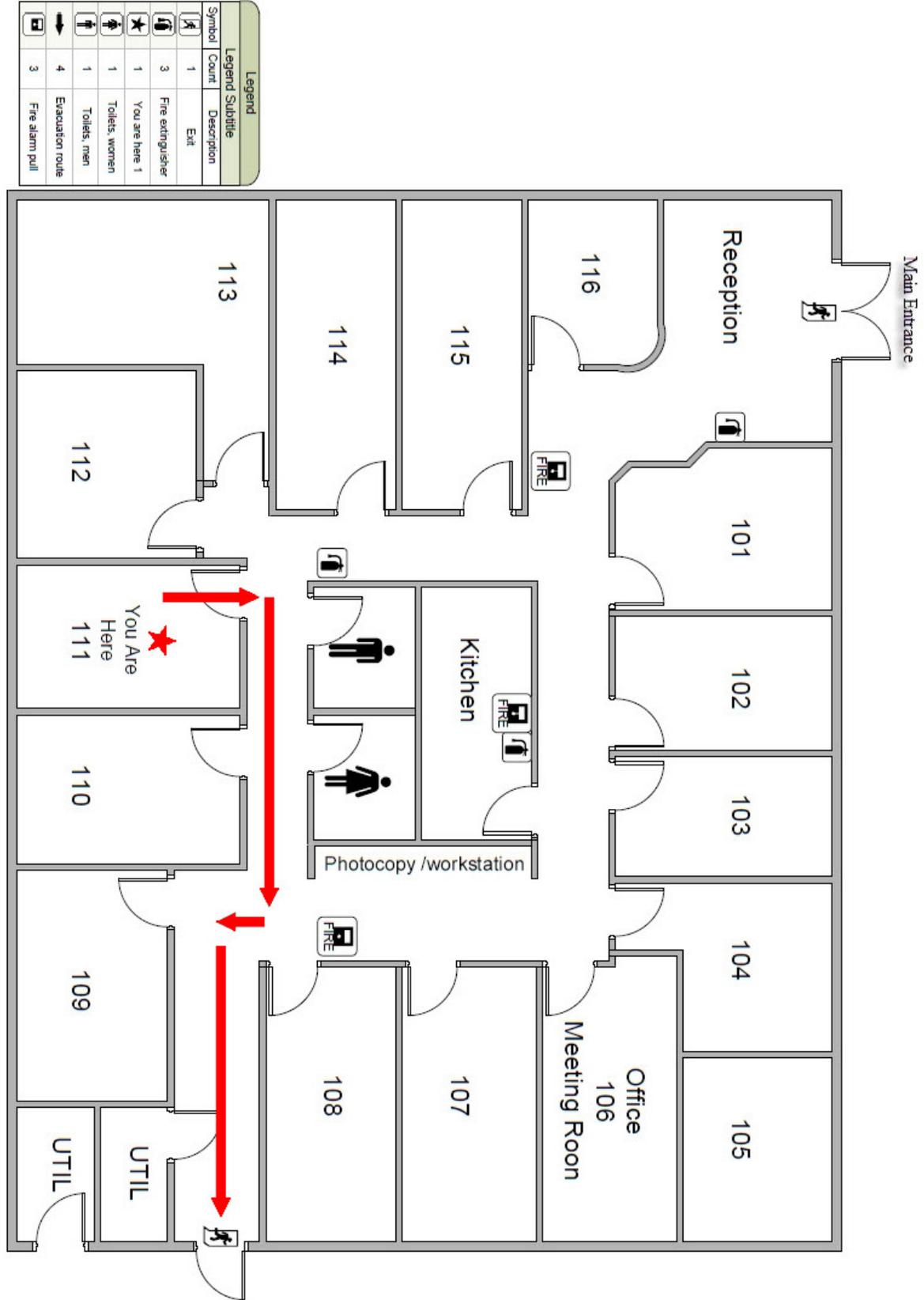
**Evacuation Personnel
(Directs evacuation, conducts sweep)**

AREA	MONITOR	BACK UP

**Departmental Contacts
(Confirms employees/visitors are out)**

DEPARTMENT	CONTACT

Sample Evacuation Map



Legend	
Symbol	Legend Subtitle
	Exit
	Fire extinguisher
	You are here 1
	Toilets, women
	Toilets, men
	Evacuation route
	Fire alarm pull

Appendix B



Important Notice Public Sector Only



The Maine Department of Labor, Bureau of Labor Standards has jurisdiction (MRSA Title 26), and responsibility to investigate injuries and fatalities of public sector (county, municipal, or state) employees.

MRSA Title 26: LABOR AND INDUSTRY Chapter 1: GENERAL PROVISIONS Section 2: REPORT OF DEATH AND INJURIES

1. Reports of deaths. The person in charge of any workplace as defined in section 1 provided by the State, a state agency, a county, a municipal corporation, a school district or other public corporation or political subdivision shall, within 8 hours after the occurrence, report the death of any person in the workplace or on the premises to the Director of the Bureau of Labor Standards, or the director's designee, by telephone or electronically, stating as fully as possible the cause of the death and the place where the deceased person has been sent and supplying other information relative to the death that may be required by the director who may investigate the causes of the death and require such precautions to be taken as will prevent the recurrence of similar events. A statement contained in any such report is not admissible in evidence in any action arising out of the death reported. [2015, c. 138, §1 (AMD).]

2. Reports of serious physical injuries. The person in charge of any workplace as defined in section 1 provided by the State, a state agency, a county, a municipal corporation, a school district or other public corporation or political subdivision shall, within 24 hours after the occurrence, report all serious physical injuries requiring immediate hospitalization sustained by any person in the workplace or on the premises to the Director of the Bureau of Labor Standards, or the director's designee, by telephone or electronically, stating as fully as possible the extent and cause of the injury and the place where the injured person has been sent and supplying other information relative to the injury that may be required by the director who may investigate the causes of the injury and require such precautions to be taken as will prevent the recurrence of similar events. A statement contained in any such report is not admissible in evidence in any action arising out of the accident reported. [2015, c. 138, §1 (AMD).]

3. Serious physical injuries defined. "Serious physical injuries," as used in this section, means an incident that results in an amputation, loss or fracture of any body part or that necessitates immediate hospitalization or formal admission to the inpatient service of a hospital or clinic for care or treatment.

NOTE: Incidents should be reported as soon as possible so appropriate notification can be made.

**Phone: (207) 592-4501
Email: accident.bls@maine.gov**