**Emergency Action Plan**

Although Your Organization Here takes precautions to prevent them, emergencies do occur. When they do, they require quick, correct, and decisive action. Staff, volunteers, and interns have been informed of the company’s planned response to emergency situations, and they are expected to adhere to these guidelines.

The elements of this plan are as follows:

1. Emergency Evacuation Plan
2. Critical Operations
3. Methods and Account for Personnel
4. Rescue and Medical Duties
5. Means of Reporting Emergencies
6. Organization Representative(s) Responsible for Plan

**I. Emergency Evacuation Plan**

**Fire evacuation procedures are as follows:**

CALL 911. Use any of the 5 nearest exits to you to evacuate. If and only if you are safe enough to evacuate an animal, may you do so, but your life and well-being are most important to Your Organization Here You may open cages and runs in the event that you need to evacuate immediately. All but designated staff, interns, and volunteers must be removed from the building(s) via one of the nearest 5 exits prior to animal evacuation.

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All personnel shall remain at the Designated Assembly Area until the fire department or other emergency response agency notifies the Organization Representative that either:

1. the building is safe for re-entry, in which case personnel shall return to their workstations; or
2. the building/assembly area is not safe, in which case personnel shall be instructed by the Organization Representative on how/when to vacate the premises.

In the event of a wildfire or other natural disaster that requires an evacuation, animals should be transported to the designated evacuation location at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evacuation Supplies/Kit Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Critical Operations**

- If any emergency occurs at Your Organization Here personnel will shut off oxygen sources, provided safety is not jeopardized by doing so.

- If staff are not able to shut off oxygen sources, the fire department or other responding emergency agency will be notified of the presence and location of oxygen sources.

- Location of oxygen is as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Severe Weather:**

The Organization Representative shall announce severe weather alerts (such as tornados) by verbal announcement. All staff, volunteers, and interns shall retreat to the safe location until the threat of severe weather has passed as communicated by the Organization Representative.

If the weather is progressively worsening such as blizzard conditions or strong sustained rain and the threat to staff, volunteers, and interns is the drive home, we will send personnel home one at a time based on weather service’s predictions. Should there be an event where weather may endanger personnel traveling TO work, the Organization Representative will notify you via phone.

**Other Threats:**

In the event of an armed threat, try to evacuate as many people as possible out the back doors and call the police. Should you not be able to evacuate, attempt to lock yourself into an interior room until help arrives. Under no circumstances are you to engage the threat. If you feel threatened by a customer or member of the public, you are entitled to remove yourself from the situation and ask a manager to speak with said customer or if severe you may ask the individual to vacate the premises.

**III. Methods to Account for** Your Organization Here **Personnel:**

- Staff, volunteers, and interns have been instructed to meet at a designated location so they can be accounted for. **This is different from the designated evacuation location.** If it is determined that any employees are missing, the responding emergency agency will be notified. The agency will also be notified about the last known whereabouts of the missing employee.

The designated Assembly Area is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Rescue and Medical Duties**

Under no circumstances shall personnel attempt to fight a fire that has passed the incipient stage (that which can be put out with fire extinguisher), nor shall any personnel attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

**V. Means of Reporting Emergencies**

- When a fire of emergency occurs, it is our intention to notify all staff, volunteers, and interns about the crisis. Once the alarms both audible and visual have been triggered a verbal EVACUATE will be sounded by the Organization Representative(s) on duty.

- The first call will be made to the local fire department by using 911.

VI. Organization Representative(s) Responsible for Plan

Contact 1

Phone Number:

Contact 2

Phone Number

Emergency Contacts:

Contact 1

Phone Number:

Contact 2

Phone Number

Organization Name:

Phone:

Address:

Landlord Phone Number:

Local Police Phone Number:

Local Fire Phone Number:

Closest Hospital Address:

Hospital Phone Number:

Emergency Assembly Area

Phone Number (If applicable):

Address:

Designated Evacuation Location:

Phone Number:

Address: