

EAP- EMERGENCY ACTION PLAN



Fire



Weather



Earthquake



Active Shooter

MERCHCO SERVICES INC. "EAP" EMERGENCY ACTION PLAN

In an effort to provide a safe working environment, Merchco Services, has developed an Emergency Action Plan .

Although every situation may differ, the following guidelines should provide general direction for all employees to follow for specific types of emergencies.

1. Fire Evacuation Procedures
2. Shelter in Place Procedures
3. Earthquake Emergency Procedures
4. Active Shooter Procedures

While these procedures were developed for use either on project job sites or in an office environment. We encourage our employees while traveling to know where emergency exits and/or shelter in place areas are located at their hotel and dining facilities.



Procedures in the event of a fire evacuation:

- Project lead should cover with all employees at start of any project where the emergency exits are located and identify a gathering area outside the facility in the event of an evacuation. Project lead should also identify “shelter in place” location in the event of a weather-related emergency. This should be a room in the interior of the structure and be free of glass if possible.
- In the event of a fire the Project Lead should yell “evacuate” and solicit employees to assist in notifying everyone
- Project lead should assign someone to call 911
- Exit the building if safe to do so and move to the designated assembly area
- Project lead should conduct a “roll call” to ensure all employees and third-party laborers are accounted for and are out of the building
- Do not re-enter any building until it is cleared by authorities



Procedures in the event of a weather-related emergency:

- Project lead should cover with all employees at start of any project where the emergency exits are located and identify a gathering area outside the facility in the event of an evacuation. Project lead should also identify “shelter in place” location in the event of a weather-related emergency. This should be a room in the interior of the structure and be free of glass if possible.
- In the event of a weather-related emergency such as a tornado, local weather agencies will typically alarm sirens. The project lead should yell “shelter in place” and have employees proceed to the identified shelter area.
- Project lead should conduct a “roll call” to ensure all employees and third-party laborers are accounted for and are accounted for in the shelter area
- Project lead will determine when it is safe to exit the shelter area based upon information they are able to obtain electronically or when sirens have been turned off by authorities



Procedures during an Earthquake:

If inside when the shaking starts:

- Drop, cover, and hold on. Move as little as possible.
- If you're in bed, stay there. Curl up and hold on. Protect your head with a pillow.
- Stay away from windows to avoid being injured by shattered glass.
- Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages, or other damage.

If outside when the shaking starts:

- Find a clear spot and drop to the ground. Stay there until the shaking stops (away from buildings, power lines, trees, streetlights).
- If you are in a vehicle pull over to a clear location and stop. Avoid bridges, overpasses and power lines, if possible. Stay in your vehicle until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, do not get out. Call 911 and wait for assistance.

After the Earthquake:

Once the earthquake has stopped:

- Exit the building if safe to do so and move to the designated assembly area
- If the building loses power during the earthquake and you are unable to safely navigate your way out of the building due to low visibility; remain in place and contact the project lead
- Move to the designated assembly area and take account of your co-workers and report missing persons to the project lead.
- Do not re-enter any building until it is cleared by authorities
- Never re-enter a building that appears to have structural damage.

- Limit cell phone usage to text messaging only to allow emergency response communications to function properly.
- Remain aware of the potential for aftershocks to occur in the days or weeks following the initial earthquake. Aftershocks are typically less severe than the initial earthquake but can still result in significant damage.
- Be aware that utilities such as gas, power, and water lines may be damaged. Avoid using these utilities until they have been inspected and cleared for use.



Procedures in the event of an Active Shooter:

- If you are in a safe place, stay put and contact the authorities
- Stay low to the ground
- Silence cell phones or other electronic devices
- If you are able to get inside a room away from the shooter, secure the door by locking and/or barricading the door using furniture
- If you are able to get outside the building, stay alert and look for cover, such as walls, large trees, parked vehicles or any other object that may stop gunfire rounds.
- When law enforcement arrives move towards any law enforcement personnel when it's safe. Keep your hands visible at all times to law enforcement
- Follow all police directions exactly

- **If you are trapped with the shooter**
 - If no shooting is happening do whatever the shooter request and do not make any sudden movements

 - If the shooter starts shooting take one of these decisive actions
 1. Stay very still
 2. Run for an exit do so in a zig zagging pattern
 3. As a last resort attack the shooter. This is very dangerous, but it may be less dangerous than doing nothing at all.



Procedures for Merchco Office:

Once a year the Human Resource Manager will conduct an emergency evacuation drill and review the plans with all office personnel. The plan will include identifying emergency exits and an assigned gathering area outside the building. Additionally, the plan will identify a designated “shelter in place” location for weather-related emergencies. Each employee will be given the emergency code for the alarm system. Certain employees will be designated to activate the alarm, call the police, or notify all other employees. Exits will be clearly marked with a lighted sign. Emergency lighting in the event of a power outage will be operable.

1. Review with all employees evacuation to each exit based upon their location in the office.
2. Review with all employees the designated assembly area outside the building
3. Review with all employees designated “shelter in place” location inside the building
4. Assign who will notify employees in event of an emergency evacuation, who will set emergency alarm, and who will call 911.
5. Conduct an evacuation drill once a year to include a roll call of everyone in the building.