

Quabbin, Inc.
EMERGENCY ACTION PLAN
(29CFR 1910.38)

Emergency Action Plan

All workplaces must have both an Emergency Action and Fire Prevention Plan (1910.38).

The Emergency Action Plan must be in writing unless there are 10 or fewer employees, in which case the plan may be orally communicated. Emergencies may include fires or chemical releases.

The emergency action plan must contain the following elements:

1. Emergency escape procedures and routes.

Employees will be trained on the Quabbin's escape procedures and routes:

- i. Review location of the buildings exits.
- ii. Review how to open windows located in Quabbin, Inc.
- iii. Review location of fire extinguishers.
- iv. Review the use of 911 Emergency Phone Number.
- v. Review the Employee alarm system and who can operate it.
- vi. Review the location and the procedure to insure all employees are accounted for after an evacuation.

2. Procedures to be followed by employees who may be required to remain in the facility to operate critical plant operations prior to evacuation.

- i. Employees are not required to remain in the facility to operate critical plant operations prior to evacuation.
- ii. Employees will be trained on the hazards of fighting fires and other various emergencies.

3. Procedures to account for all employees after evacuation is completed.

- i. All employees will meet across the parking lot at the Ameri-Gas sign. The Office Manager will bring the Visitors log and employee phone list during an evacuation.

4. Rescue and medical duties for employees who may be required to perform them.

- i. Employees are not required to perform Rescue and Medical duties in the facility after an evacuation.
- ii. Employees will be trained on the hazards of fighting fires and other various emergencies.

5. Procedures for reporting fire and emergencies.

- i. Employees will be trained on the use of 911 emergency phone number.
- ii. Employees will be trained in activating the Fire Alarm system.

6. Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Quabbin's management can be contacted for further information or explanation of duties under this plan.

7. Employee Alarm System.

In addition, the employer must establish an employee alarm system to warn employees. For workplaces where there are 10 or fewer employees, direct voice communication (shouting) is an acceptable alternative as long as all employees can readily hear such an alert.

Employees will evacuate the facility when they hear the fire alarm system.

Training

A sufficient number of employees must be designated and trained to assist in the safe and orderly emergency evacuation of employees. All employees must be trained initially and whenever changes in the plan or procedures are made.

Mark LeBoeuf
President
Quabbin, Inc.

July 1, 2013

Employee Training
ATTENDANCE SHEET

On _____, the following Quabbin employees were trained on the Emergency Action Plan for Quabbin, Inc.

Name

Job Title

Employee's Signature

A copy of this attendance sheet will be added to each employee's personnel file.