

## EMERGENCY ACTION PLAN MEETING

*An Emergency Action Plan meeting should be held for the entire department, for every worksite. This meeting can be a part of the general safety meeting. The information below should be included in this meeting. Any time a new worksite is established, either on or off-lot, an Emergency Action Plan Meeting should be held.*

**Department:**

**Worksite Location:**

**Today's Date:**

**Special Instructions:**

*An Emergency Action Plan meeting should be held for all employees, at least twice a year, at every department worksite. EAP information should be given to all new employees when they are hired.*

### EMERGENCY ACTION PLAN MEETING

1. Point out all emergency exits, escape routes and fire alarm pull stations.
2. Point out location of fire extinguishers, for use on small fires.
3. Inform your employees of the WBSF emergency response number: **4-3333**.
4. Tell employees to be aware of who is working around them, in case they need to notify emergency personnel of missing persons.
5. Contact WBSF Office of Emergency Services to determine the assembly area where your employees should gather by department in the event of an emergency evacuation. Share this information with your employees.
6. Instruct employees that there may be more than one department at the assembly area. Tell them to gather by department so that you can do a head count and note anyone missing.
7. Tell your employees never to re-enter an evacuated building until emergency response personnel say it is safe to do so.
8. Report any safety concerns to the Safety Hotline at (818) 954-2800.
9. **IF YOUR DEPARTMENT IS WORKING AT AN OFF-LOT WORKSITE:**
  - a. See to it that pertinent Emergency Action Plan information is reviewed at the start of day.
  - b. Address any egress or evacuation issues in the daily safety meeting and note them on this form.
  - c. See to it that employees are informed of emergency escape routes and any location-specific hazards, such as lead paint, asbestos, traffic, etc.