

For more information and assistance:

2/09

Contact Don Dressler, Group Safety Manager
Attorneys & Accountants Association Inc.
Accountants Group Services
E-Mail: DonDressler1@hotmail.com
2030 Main Street, Suite 1300, Irvine, CA 92614
Web site: www.attny-cpasafety.org

Emergency Action / Fire Plan

Model

The following is a plan to prepare for emergencies. The intent of the plan is to ensure all employees a safe and healthful working environment.

SCOPE OF THE PLAN

The plan applies to emergencies that could be reasonably expected in the workplace. For our company, the major hazards are: earthquake and fire. (If appropriate, list additional hazards).

EMERGENCY PLAN COORDINATORS

The Emergency Plan and Fire Protection Plan Coordinator is: _____.

ELEMENTS OF THE PLAN

I. Preferred Means of Reporting Fire and Emergencies

All fires and emergencies will be reported by one of the following means:

- a. Verbally to the Coordinator if during standard work hours
- b. By telephone if after hours or on weekends

The following numbers will be posted at all telephones having outside lines:

FIRE: _____

POLICE: _____

AMBULANCE: _____

II. Sounding the Alarm

The signal for immediate evacuation for the facility will be _____.
(such as smoke alarm, building alarm, verbal notice, etc.)

III. Evacuation Plans

Emergency evacuation escape route plans are posted in key areas throughout the building. All employees have been trained concerning these plans and should also be familiar with the evacuation plan.

IV. Employee Accountability Procedures after Evacuation

In the event of a fire or other emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated point and immediately report to their supervisor. After evacuation, each supervisor is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. Each employee is responsible for reporting to his or her supervisor so an accurate head count can be made. **All** supervisors are required to report their head count (by Name) to the Emergency Plan Coordinator.

Designated Rallying Points:

Primary Point: _____

Alternate Point: _____

V. Re-entry

Once the building is evacuated, no one is to re-enter the building for any reason, until the building is cleared by proper authorities. Rescue personnel are excluded from this rule. When the Fire Department or other responsible agency has notified us the building is safe for re-entry, then, and only then, will personnel return to their workstations.

Training for Employees

Employee training is provided initially for new employees and refresher training.

Fire Prevention Plan

The Emergency Plan and Fire Protection Plan Coordinator is responsible for training employees and requiring them to observe the following Fire Prevention Procedures:

- Each employee is required to obey the company's No Smoking policy where a potential fire hazard exists.
- Fire extinguishers are posted conspicuously in the office areas. Employees will inform themselves of the locations of this equipment and how to use it.
- Maintain good housekeeping practices and keep doorways and exits clear.
- Report any frayed electrical cords or overloaded electrical sockets.
- Maintain kitchen area, if applicable, in clean order and free of grease or other fire hazards.