

# Emergency Action Plans

An emergency action plan guides employees in their roles and responsibilities while accounting for all personnel, and visitors. If ensuring the safety to those around your business during an emergency is important to you, then your company should have an Emergency Action Plan.

## Where do you start

Before putting together an emergency action plan, an examination of the workplace should be conducted to look at the following areas:

- Property/building layout and design
- Exits, doors, and routes
- Fire hazards or exposures
- Fire extinguishers or suppression systems and methods of activation
- Fire detection systems
- Methods of notifying employees to evacuate

- Company operational requirements to shut-down or methods to continue operations



## What's in the plan

The basic emergency action plan must include but is not limited to the following items:

- Means of reporting fires and other emergencies

- Evacuation procedures and emergency route assignments
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate

- Procedures to account for all employees after an emergency evacuation has been completed

- Rescue and medical duties for those employees who are to perform them

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

An Emergency Action Plan involves a lot of interaction between departments and employees. Our **Risk Consulting Services** will be available to sit down with you and get you going in the right direction.

Analyze • Inform • Motivate



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## About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.



### **ANALYZE**

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

### **INFORM**

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

### **MOTIVATE**

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.