



EMERGENCY ACTION PLAN

Number: 3.1

Date of Issue: 07/01/2015

Section: Emergency Procedures

Date of Revision: 04/01/2020

PURPOSE

This policy describes the actions necessary to guide locations in the event of an emergency. While the information provided in this policy is intended to facilitate safe recourse during such an occurrence, it is not intended to address all possible emergency events, and should therefore serve as a guide referencing the basic tenets of emergency planning, response, and evacuation. In an actual emergency, employees are encouraged to follow the Emergency Action Plan stipulated for their location, but should in all cases take action to ensure their own safety and the safety of others.

SCOPE

The Emergency Action Plan is a requirement of 29 CFR 1910.38, and is applicable to all US employees of Rival, as well as any and all persons who find themselves within a Rival-controlled site or facility during an emergency.

All personnel must be acquainted with the provisions of the Emergency Action Plan upon their initial assignment, whenever an employee's responsibilities within the scope of the plan changes, or when the plan itself is changed.

Supervisors and Managers will be responsible for ensuring that a written copy of the Emergency Action Plan is maintained on site for employees to review, and for implementing the plan during times of emergency. However, if there are 10 or fewer employees Rival may communicate the plan orally.

PRE-PLANNING

Preparation will increase the margin of safety in an emergency. Preplanning should consist of:

- Training employees on Emergency Action Plan for their assigned work location.
- Assign specific tasks to employees.
 - Identify personnel to serve as alternates in the event that primary personnel are absent in an actual emergency.
- Identify employees with specific needs.
- Develop an alarm system that shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For those employers with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm.
- Developing a building-specific plan (if applicable).
- Conduct periodic drills to ensure familiarity with emergency response/evacuation procedures.



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- Posting evacuation route maps. Employees should know at least two evacuation routes. The following information should be marked on the maps.
 - Emergency and accessible exits
 - Evacuation routes
 - Location of fire extinguishers
 - Fire alarm pull station location
 - Tornado shelter

Emergency Action Plans which are developed must contain at a minimum:

- Facility Description
- Procedures for reporting an emergency;
- Incidents responses (serious injury, power outage, fire, spill/release, severe weather, bomb threat, hostage/active shooter, tornados, hurricanes, etc.)
- Procedures for emergency evacuation;
- Procedures for employees responsible for assisting with emergencies;
- Procedures for employees performing first aid;
- Procedures to account for all employees after evacuation;
- The name and contact information of the HSE Coordinator for the given area/location, who may provide more information about the Emergency Action Plan or explain the employees' duties and obligations under the plan.

Once the EAP has been developed it must be reviewed at least annually, when employees are initially assigned to a job, when the employee's responsibilities under the plan change, and when the plan is changed.

DRILLS

Drills are an essential part of emergency preparation, and will greatly increase the margin of safety during an actual emergency. In order to prepare and conduct drills –

- Field personnel shall plan for and discuss injury, fire, gas release, inclement weather, and any other necessary emergency responses as part of their safety meetings. Evacuation drills shall be held onsite on an annual basis or as the customer's EAP requires.
- At all office locations, emergency response drills must be conducted at least annually to test the accuracy and completeness of the EAP.
- The drill must identify and rehearse:
 - Primary and secondary evacuation routes.
 - Specific tasks assigned to personnel.
 - The location of fire extinguishers.



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- The usage of emergency alarms and communicating devices.
- Procedures used for accountability following an evacuation.
- How to aid employees or visitors who have special needs.
- Procedures used for reporting the emergency.
 - Emergency contact phone numbers must be conspicuously posted.
- Procedures for specific employees performing first aid.
- All drills shall be documented and critiqued. Corrective actions will be identified and implemented.