

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 1 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

EMERGENCY ACTION PLAN (EAP)

For

Facility Name: _____

Facility Address: _____

DATE PREPARED: _____/_____/_____

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 2 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

Table of Contents

1. EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS.....	3
1.1. DESIGNATED RESPONSIBLE OFFICIAL.....	3
1.2. EMERGENCY COORDINATOR:.....	3
1.3. AREA/FLOOR MONITORS (If applicable):.....	3
1.4. ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):.....	3
2. EVACUATION ROUTES.....	4
3. EMERGENCY PHONE NUMBERS.....	4
4. UTILITY COMPANY EMERGENCY CONTACTS.....	5
GAS (if applicable):.....	5
5. FIRE EMERGENCY.....	6

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 3 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

1. EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

1.1. DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager)

_____ The site, such as. Or _____): Name: _____

Phone: (_____)

1.2. EMERGENCY COORDINATOR:

Name: _____ Phone: (_____)

1.3. AREA/FLOOR MONITORS (If applicable):

Area/Floor: _____ Name: _____ Phone: (_____)

Area/Floor: _____ Name: _____ Phone: (_____)

1.4. ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: (_____)

Name: _____ Phone: (_____)

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 4 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

Date____/____/____

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 5 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

2. EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

Site personnel should know at least two evacuation routes.

3. EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: _____

PARAMEDICS: _____

AMBULANCE: _____

POLICE: _____

FEDERAL PROTECTIVE SERVICE: _____

SECURITY (If applicable): _____

BUILDING MANAGER (If applicable): _____

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 6 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

4. UTILITY COMPANY EMERGENCY CONTACTS

(Specify the name of the company, phone number, and point of contact)

ELECTRIC: _____

WATER: _____

GAS (if applicable): _____

TELEPHONE COMPANY: _____

Date: ____/____/____

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 7 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

5. FIRE EMERGENCY

When the fire is discovered:

1. Activate the nearest fire alarm (if installed)
2. Notify the local Fire Department by calling.
3. If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice Communication
 - Phone Paging
 - Radio
 - Other (specify)

Fight the fire ONLY if:

1. The Fire Department has been notified.
2. The fire is small and is not spreading to other areas.
3. Escaping the site is possible by backing up to the nearest exit.
4. The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

1. Leave the building using the designated escape routes.
2. Assemble in the designated area (specify location):
3. Remain outside until the competent authority (Designated Official or designee) announces it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

1. Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
2. Coordinate an orderly evacuation of personnel.
3. Perform an accurate head count of personnel reported to the designated area.
4. Determine a rescue method to locate missing personnel.
5. Provide the Fire Department personnel with the necessary information about the facility.
6. Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

1. Ensure that all employees have evacuated the area/floor.
2. Report any problems to the Emergency Coordinator at the assembly area.

Assistants to the Physically Challenged should:

Assist all physically challenged employees in an emergency evacuation.

	EMERGENCY ACTION PLAN (FIRE EMERGENCY)			Page 8 of 8
	Department QHSE	Document Ref. No. QHSE DOCS-EAP-23	Issue Date 30-12-2023	Revision 01

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