HOSPITAL

EMERGENCY ACTION PLAN

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In a hospital setting, preparedness for workplace emergencies is of paramount importance to ensure the safety of patients, staff, and visitors. Hospitals are dynamic environments where unforeseen situations can arise, ranging from medical crises to natural disasters. A robust emergency response plan is essential to mitigate risks, minimize harm, and maintain efficient operations.

The primary goal of a hospital's emergency preparedness plan is to establish a coordinated and organized response framework that addresses a wide range of potential scenarios. These may include medical emergencies like cardiac arrests, respiratory failures, or code blue situations, as well as external events such as fires, earthquakes, and power outages. By thoroughly understanding the hospital's layout, patient flow, and critical infrastructure, the plan can be tailored to the unique challenges of the healthcare environment.

Key elements of a hospital emergency preparedness plan encompass early detection, immediate response, effective communication, and comprehensive training. Early detection involves the implementation of monitoring systems that can rapidly identify critical changes in patient conditions or environmental factors. Immediate response protocols outline clear steps for healthcare professionals to follow when emergencies occur, ensuring timely and appropriate interventions.

Effective communication is pivotal during emergencies. Hospitals should establish robust communication channels to disseminate information among staff, patients, families, and external agencies. This can involve utilizing communication tools such as intercom systems, alert systems, and secure messaging platforms to facilitate real-time information exchange.

Training and regular drills play a crucial role in maintaining the hospital's readiness for emergencies. Healthcare professionals must undergo comprehensive training to ensure they are well-versed in responding to various scenarios, including the proper use of life-saving equipment and adherence to established protocols. Regular drills help validate the effectiveness of the emergency response plan, identify areas for improvement, and foster a culture of preparedness among staff.

In conclusion, a hospital's capacity to manage workplace emergencies is a reflection of its commitment to patient safety and employee well-being. By crafting a well-structured emergency preparedness plan that accounts for medical and environmental contingencies, fostering a culture of training and readiness, and maintaining robust communication systems, hospitals can effectively safeguard their environment and ensure the best possible outcomes during times of crisis.

General Information (Refer to "EAP Position and Personnel Roster")

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Chemical Spills, Terrorist Attacks, Criminal Acts, Extended Power Loss, etc. Personnel should identify these emergencies and report them to the Emergency Coordinator and CALL 911/999 and or your country/state's police helpline to alert Police. The local Emergency Services respond to emergencies.

1. ROLES & RESPONSIBILITIES

Authority: Emergency Coordinator, Floor Captain, and Aides for Persons with Disabilities are responsible only for evacuating personnel out of the suite and assisting personnel to the Assembly Area. Building Managers assume responsibility once our personnel exit (insert office information). Upon their arrival, Emergency Services (Incident Commander) will assume command.

Emergency Coordinator (EC)

Non-Emergency Responsibilities:

- Ensure the dissemination, implementation, and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After Action Review following any emergency event and provide a copy to the organization's Director.

The EAP will be maintained in accordance with (INSERT ALL GUIDANCE TO BE CONSIDERED) and shall include:

- Emergency escape procedures and emergency escape route assignments.
- Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
- Procedures to account for all personnel following evacuation.

Duties/Responsibility during an Emergency:

- Ensure Floor Captains initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for our personnel following the incident and/or evacuation.
- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted-for personnel.

A. Floor Captain (FC)

A minimum of one-floor captain will be assigned to each zone (**see Attachment 1**).
Non-Emergency Responsibilities**:**

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Maintain an accurate roster of all members assigned to his/her zone, which will be updated at least twice a year and upon the arrival of any new personnel. Provide updated information on personnel in your zone to the EC within 2 business days.

Duties/Responsibilities during an Emergency:

- Put on a vest, take your cell phone and copy of the EAP Position and Personnel Roster, and ensure accountability for all personnel in your zone.
- During an evacuation, direct people out of your zone and exit via the stairwells; remind employees NOT to use the elevators, as they will be taken out of service.
- Upon arrival at the Assembly Area, confirm all personnel are present or are otherwise accounted for (e.g., illness, travel, vacation, meetings).
- Immediately notify the Emergency Coordinator of unaccounted-for/missing personnel.

B. Aide for Persons with Disabilities (APD)

Non-Emergency Responsibilities:

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

Duties/Responsibilities during an Emergency:

- Put on vest, take your cell phone, and a copy of the EAP Position and Personnel Roster.
- Locate the Mobility Impaired Person(s) and assist them in getting to the designated mobility-impaired location—the stairwell landing.
- Contact the Emergency Coordinator via the contact information located on your recall roster and let them know what stairwell you are located in and that you have arrived there safely with the person needing assistance.
- Continue to wait on the stairwell landing until flashing strobes/alarms have been silenced. Once the alarm has been shut off, assist the person back to their work station.

C. All other Personnel

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as EC/FC/APD, where to find the AED, evacuation routes and procedures, and Assembly Area location.

2. GENERAL INSTRUCTIONS FOR REPORTING EMERGENCIES

Summon emergency assistance by CALLING 911/999 and or as per your country/state's and or as per your country/state's

Be prepared to provide the following information:

- Your name and location.
- Phone number from where the call is being made.
- Location of the emergency, including facility name, Bldg. #, suite #, full address.

Type of emergency:

Medical

- Fire
- Confined Space Rescue
- Hazardous Material
- Criminal Act
- Bomb Threat

Other important Information:

- Number and condition of victims.
- Location and extent of the situation, hazard, fire, etc.
- Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels, or placards).
- What is needed

DO NOT HANG UP FIRST. Let emergency personnel hang up first.
After the call, station someone to direct Emergency Response personnel to the scene of the emergency.

3. TRAPPED IN ELEVATOR

Being trapped in an elevator can be a stressful situation, but there are steps you can take to stay calm and ensure your safety. Here's an emergency action plan for what to do if you're trapped in a lift (elevator):

Stay Calm: The most important thing is to remain calm. Remember that elevators have safety features and protocols in place to ensure your well-being.

Press the Alarm Button: Most elevators are equipped with an emergency alarm button. Press it to alert building personnel or security about your situation.

Use the Intercom: If available, use the intercom system to communicate with building security or maintenance personnel. They can assist and let you know about the progress of resolving the situation.

Call for Help: Use your cellphone to call building security, the front desk, or emergency services (such as 999 or the local emergency number) if you have reception.

Stay Put: Don't try to force the doors open or attempt to exit the elevator on your own. Modern elevators have safety mechanisms that prevent this and attempting to do so could be dangerous.

Stay Near the Door: If there is ventilation, stay near the door to allow fresh air to circulate. This can help prevent the space from feeling too stuffy.

Use Emergency Supplies: Some elevators might have emergency kits with supplies like water, a flashlight, and a communication device. Use these if available.

Signal for Assistance: If you have a flashlight or phone, you can signal for help by shining the light through the crack between the doors or using your phone's flashlight to attract attention.

Stay in Communication: If you're in touch with building personnel or emergency services, provide them with relevant information such as your location, the elevator number, and any medical conditions that they should be aware of.

Wait for Rescue: Building maintenance or emergency personnel will work to resolve the situation. Elevators are designed to have safety measures in place, and there are protocols for getting people out safely.

Be Patient: While being trapped is inconvenient and potentially uncomfortable, it's important to remain patient and trust the professionals who are working to get you out.

4. DOOR LOCK

Lock Malfunction:

In the event of a malfunctioning door lock, first, try to troubleshoot the issue. If the lock remains stuck or unresponsive, immediately inform the building maintenance team or supervisor. While waiting for assistance, ensure that the area is secure and consider relocating to another secure space if necessary.

Lockout Situations:

- If someone is accidentally locked out of a room or building, follow these steps:
- Verify the individual's identity and access rights.
- Attempt to locate a spare key or access card.
- Contact security personnel or designated key holders.
- In case of unsuccessful attempts, assess whether the situation warrants a locksmith's assistance.

Emergency Evacuations:

In situations requiring rapid evacuation, ensure that all doors are properly locked and secured. Some doors might require manual locking, while others can have automatic locking mechanisms. Designate trained personnel to oversee the proper locking of doors during evacuation.

Fire Safety:

In the event of a fire, follow the fire evacuation plan established for the building. Generally, leave doors unlocked to facilitate rapid evacuation. If smoke or flames are nearby, avoid opening doors to prevent the spread of fire and smoke. Always prioritize personal safety over locking doors during a fire emergency.

Lockdown Procedures:

- During security threats or lockdown situations, follow these steps:

- Lock all doors and windows to prevent unauthorized entry.
- Utilize door locks, access control systems, or barricade devices if available.
- Ensure that occupants are away from windows and doors, and remain quiet.
- Keep communication devices on hand to stay informed about the situation.

Medical Emergencies:

In the event of a medical emergency, consider leaving the door unlocked for medical personnel to access the room without delay. If privacy is a concern, communicate the situation to responders so they can balance medical needs and privacy requirements.

Regular Maintenance:

Regularly inspect and maintain door locks to prevent malfunctions. Lubricate hinges and lock mechanisms as needed. Replace or repair locks that are showing signs of wear or dysfunction.

Communication and Training:

Educate building occupants about the proper use of door locks in different scenarios. Conduct regular drills to ensure everyone is familiar with the locking mechanisms, especially during emergencies like lockdowns.

Accessibility Considerations:

Ensure that doors and locks comply with accessibility standards to accommodate individuals with disabilities. Emergency plans should address the needs of all occupants.

5. WATER LEAKAGE/SPILLAGE

The [COMPANY NAME] FM-MEP Team Should:

Prevention and Preparedness:

- Regularly inspect and main train plumbing systems, pipes, and equipment to prevent leaks.
- Identify vulnerable areas prone to leaks, such as pipe joints, roofs, and basements.
- Educate employees about water conservation and leak reporting procedures.

Early Detection:

- Install water leak detection systems with sensors that can quickly identify leaks and trigger alarms.
- Train staff to recognize signs of leaks, such as wet spots, dripping sounds, or unusual odors.

Immediate Response:

- Upon discovering a leak, prioritize safety. If electrical equipment is involved, shut off power to the affected area.
- Notify relevant personnel about the leak.
- Designate specific individuals to handle the situation and communicate with emergency services if needed.

Evacuation and Isolation:

- If the leak poses a safety risk, evacuate the affected area and nearby spaces.
- Isolate the leak by closing valves or shutting off water supply lines if it's safe to do so.

Containment and Mitigation:

- Place buckets, towels, or absorbent materials to contain and absorb the leaking water, preventing further spread.
- Set up barriers or signs to warn others about the affected area.
- If the leakage is substantial, consider contacting professional restoration services to prevent water damage.

Communication:

- Maintain clear communication with building occupants, staff, and management throughout the situation.
- Use intercoms, announcements, or communication tools to inform everyone about the leak, evacuation procedures, and safety measures.

Documentation:

- Document the extent of the leak, actions taken, and any damage incurred for insurance purposes.
- Maintain a record of maintenance and repair activities related to the water system.

Restoration and Recovery:

- Once the leak is under control, initiate the process of repairing the damaged area.
- Assess the impact of the leak on operations and develop a plan for resuming normal activities.

Review and Prevention:

- Conduct a post-incident review to evaluate the response and identify areas for improvement.
- Update the emergency action plan based on lessons learned from the incident.
- Continuously educate and train staff on leak prevention, detection, and response procedures.

Community Awareness:

- Inform building occupants and nearby businesses about the situation and any potential disruptions caused by the leak.

6. CHEMICAL SPILLAGE

Prevention and Preparedness:

Identify Hazardous Materials: Recognize and label all hazardous chemicals in the facility. Maintain an up-to-date inventory.

Training: Train employees about the risks, safe handling, and appropriate response to chemical spills. Conduct regular drills.

Containment Measures: Install spill containment kits in strategic locations. Ensure proper storage of chemicals to prevent leaks.

Immediate Response:

Alert: In case of a spill, sound an alarm or use a communication system to alert all personnel.
Isolate the Area: Close off the affected area to limit exposure. Prevent unauthorized access.
Personal Protective Equipment (PPE): Ensure responders wear appropriate PPE, including gloves, goggles, and respiratory protection.
Evacuation: Evacuate the immediate area if the spill is significant or involves highly toxic substances. Use designated evacuation routes.
Ventilation: Ensure proper ventilation to dissipate fumes and reduce exposure.
Containment: If safe, use spill kits to contain the spill. Control the spread by building barriers with sand, absorbents, or appropriate materials.
Contact Emergency Services: If the spill is large, hazardous, or beyond your ability to control, contact emergency services and inform them about the type of chemical involved.
Medical **Assistance:** If anyone comes into direct contact with the spilled chemical, seek medical help immediately. Provide relevant information to medical professionals.
Communication and Coordination:
Notify Authorities: Report the spill to relevant regulatory agencies as required by law.
Internal Communication: Keep all employees informed about the situation and actions taken. Provide updates regularly.
External Communication: If the spill has the potential to affect the surrounding community, notify local authorities and residents as needed.
Cleanup and Recovery:
Qualified Cleanup: If the spill is beyond the capacity of your team, hire a professional hazardous waste cleanup crew to manage the cleanup process safely.
Decontamination: Thoroughly decontaminate the affected area to prevent residual hazards.
Review and Analysis: After the incident, conduct a thorough analysis of the spillage, response actions, and their effectiveness. Identify areas for improvement.
Training Updates: Based on the analysis, update training protocols and response plans accordingly.
Having a well-documented chemical spillage emergency action plan, regular training, and coordination with local authorities can significantly mitigate the risks associated with chemical spills. Remember, the safety of personnel, the community, and the environment must always be the top priority.

7. MEDICAL EMERGENCIES

Survey the scene; evaluate personal safety issues. Request assistance (SHOUT FOR HELP) CALL 911/999 and or as per your country/state police helpline
Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees to respond to the victim's location and bring a first aid kit or Automated External Defibrillator (AED).

Location of First Aid Kits and Automated External Defibrillator(s)

First Aid Kit	
Automated External Defibrillator	

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to the victim(s).

8. FIRES

Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler water flow)
- Location of a fire alarm (building and floor)
- Name of person reporting fire
- The telephone number for the return call

Emergency Coordinator and Floor Captains to direct evacuation of personnel

Evacuation Procedures

- Evacuate buildings along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit the use of elevators.
- Evacuation team to account for all employees and visitors at the Assembly Area.

9. ACTIVE SHOOTER AND WORKPLACE VIOLENCE

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

How to respond when an Active Shooter is in your vicinity

Evacuate	Hide Out	Take Action
• Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible	• Hide in an area out of the active shooter view • Block entry to your hiding place and lock doors. 	• As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the • active shooter
CALL 999 WHEN IT IS SAFE TO DO SO		

How to respond when Law Enforcement arrives on the scene

How you should react when Law Enforcement Arrives	
• Remain calm and follow officers' instructions • Immediately raise hands and spread fingers • Avoid making quick movements toward officers such as attempting to hold on to them for safety	• Avoid pointing, screaming, and/or yelling • Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises

Information you should provide to Law Enforcement	
• Location of an active shooter	• Number and type of weapon(s)

• Number of shooters, if more than one • Physical description of shooter(s)	• Number of potential victims at the location

10. BOMB THREATS

Phone Bomb Threat

- Stay calm – do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by
- CALLING 999. If the supervisor is not present, you make the call.
- Fill out the Bomb Threat Card (See Attachment 2) to assist the responding agency.
- The decision to evacuate the building will be made by law enforcement personnel.
- Take the Bomb Threat Card with you if the building is evacuated.

Written Bomb Threat

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by
- **CALLING 999**. If the supervisor is not present, you make the call.
- Do not give information to anyone except the supervisor and law enforcement personnel.

11. SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek shelter inside. The following are recommended locations for shelter:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms are constructed with reinforced concrete, brick, or block with no windows.
  - When a warning is issued by sirens or other means, seek shelter inside.
- Stay away from outside walls and windows.
- Use arms to protect the head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Sandstorm:

During a sandstorm, take swift action to ensure safety:

- Seek indoor shelter immediately, closing all windows and doors to prevent sand infiltration.
- If outdoors, find low ground and protect your face.
- Avoid driving or walking in low visibility.
- Listen to weather updates and follow authorities' instructions. Keep emergency supplies, like water and masks, readily available.
- After the storm, check for damages and stay cautious due to potential hazards.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator or the designated official.

Flood:

- Be ready to evacuate as directed by the Emergency Coordinator.
- Follow the recommended primary or secondary evacuation routes.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If the car stalls, abandon it immediately and climb to higher ground.

Blizzard:

- Stay calm and await instructions from the Emergency Coordinator.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat, and fluids prevent dehydration.

12. EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and affecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets

- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on the circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water is turned back on.

13. PERSONS WITH DISABILITIES

Employee and Supervisor Responsibilities

If you are an employee with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your supervisor if you require assistance in the event of an evacuation. Second, work with your supervisor to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your supervisor you should review the procedures to be followed in an emergency affecting your assigned facility and familiarize yourself with your evacuation route and assembly area.

If you are a supervisor, you are responsible for reviewing your facility's EAP with all employees under your supervision, including those with disabilities, to ensure that each employee clearly understands procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of employees with a disability. You should also include your employees with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your building managers. Ensure the "Aide for Persons with Disabilities" (see Attachment 3) is notified of any employee that may require special assistance in the event of evacuation or emergency.

Procedures

Options for disability evacuation include:

- Shelter in Place—Take immediate shelter at the designated location.
- Evacuation Chair or Other Assistive Device—an evacuation chair or escape chair is a lightweight wheelchair used to evacuate a physically disabled person from an area of danger, such as a burning building. The chair is designed to allow an attendant to transfer the person downstairs more safely than could be done with a normal wheelchair. Such chairs may be folded to a small

size and stowed in much the same manner as other firefighting equipment such as fire hoses and fire extinguishers.

- Two-person Carry—this is a way to carry a person to safety with the assistance of a partner. The two assistants link arms to form a backrest and grip wrists to form a seat.

Please remember, when making decisions regarding the best way to evacuate individuals with disabilities from your building, you should work closely with your local emergency response personnel and their safety specialists.

ATTACHMENT 1 Zone Listing

ATTACHMENT 2 Bomb Threat Card

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate

BOMB THREAT CHECKLIST

Date: _____ **Time:** _____

Time Caller Hung Up: _____ **Phone Number Where Call Received:** _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds:	Threat Language:
☐ Accent	☐ Animal Noises	☐ Incoherent
☐ Angry	☐ House Noises	☐ Message read
☐ Calm	☐ Kitchen Noises	☐ Taped
☐ Clearing throat	☐ Street Noises	☐ Irrational
☐ Coughing	☐ Booth	☐ Profane
☐ Cracking voice	☐ PA system	☐ Well-spoken
☐ Crying	☐ Conversation	
☐ Deep	☐ Music	
☐ Deep breathing	☐ Motor	
☐ Disguised	☐ Clear	
☐ Distinct	☐ Static	
☐ Excited	☐ Office machinery	
☐ Female	☐ Factory machinery	

ATTACHMENT 3 Position Matrix

Position	Name	Office Room #	Mobile Phone
HOSPITAL			
Emergency Coordinator			
Alternate #1 Emergency Coordinator			
Alternate #2 Emergency Coordinator			
An aide for Persons with Disabilities			
FM-MEP-CONTRACTOR			
LOCAL AUTHORITIES			

Police			
Ambulance			
Civil Defence			
Coastguard			
Electricity Failure			
Water Failure			
Crises Management			
Others,			