

EMERGENCY ACTION PLAN



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Effective Date: 5/1/2023

PURPOSE

This document describes the steps to be taken in case of a disaster which may disturb the health and/or safety of personnel at Miner Institute. The likely disasters that could occur include fire, smoke, ice storms, snowstorms, pandemics, earthquakes, and explosions, but other unanticipated events are possible.

RESPONSIBILITIES

- The Miner Institute Safety Committee is responsible for plan development and periodic review of this plan. The Safety Committee is also responsible for appropriate employee training.
- Management and supervisors are responsible for the enforcement of this program.
- Employees shall comply with all procedures outlined in this policy.

DEFINITIONS

Emergency: An unplanned event that could jeopardize the safety of people or property in our facilities. An emergency can originate on our site or off-site: either can impact the people and property within our facilities.

Emergency Coordinator: A staff member to be determined by the type of incident and availability, who is responsible for decision making during the initial phase of an emergency

Evacuation Location: The location that employees, students, visitors, and contractors report to following an evacuation. See Appendix B for locations.

PROCEDURES

Overview

All actions taken during an emergency will serve to protect the life and safety of employees, contractors, visitors, and our neighbors. To the extent possible, we will minimize damage to property and the environment. Our emergency response activity will never knowingly jeopardize the safety of any individual.

Evacuation Route and Maps

All evacuation exit routes are permanent and are always maintained as accessible and passable. Evacuation maps are posted at various locations throughout our facility. These maps reflect the location of the evacuation routes, exits and evacuation destination locations.

Accounting for Personnel

The Paychex Time and Attendance Program Status Board Report may be used for personnel accounting following an evacuation. Supervisors or designees will be responsible for obtaining and using the Status Board

Report to accomplish a head count immediately following evacuation. This report can be generated by the Human Resource Dept. located at the Farm Office Building.

Individuals who have disabilities that may impair their ability to evacuate will be encouraged to discuss the issue with Human Resources or another member of management. Necessary arrangements will be made confidentially to assist with evacuation.

Staff, Students, Contractors and Visitors Evacuation Responsibility

During an evacuation all staff, students, contractors, vendors, and visitors should evacuate to the safe meeting place as noted on the evacuation route map. During severe weather evacuations contractors, vendors and visitors should evacuate to the alternative building location as noted by the facilities director.

Emergency Alarm System and Emergency Services Notification

In the event of an emergency the following methods can be used to communicate:

- Our facilities alarm system is monitored 24/7 by a third party. This system activates upon detection of smoke or heat and can also be manually activated at an emergency pull station.
- Word of mouth
- Electronically via email or text

911 Notification System: Outside emergency services (police, fire, EMS) will be contacted by dialing “911” from cell phone. When dialing from an internal landline employees must dial “9-911”. These instructions are also posted at each public access phone.

Fire Emergency

Employees discovering a fire will take the following action:

1. Alert others in the area who are at risk and initiate the 911 Notification System
2. Initiate the fire alarm by activating the nearest emergency pull station.
3. Turn off involved equipment. (if safe to do so)
4. Consider using a fire extinguisher (if safe to do so)
5. Evacuate

Upon being alerted of a fire evacuation, all employees, visitors, contractors, and vendors will:

1. Turn off equipment (if safe to do so)
2. Walk in an orderly manner to the exit closest to you not blocked by fire, smoke or other hazards and exit the building
3. Do not delay evacuation or re-enter hazardous areas to retrieve personal possessions such as keys, coats, or purses.
4. Report to designated fire Evacuation Location for head count.
5. Stay together with their assigned group until further instructions are given.
6. The facility will not be reoccupied until approved by the fire department.

Note: The supervisor or other designated employee will be the last to exit the department. They will check lavatories and other cut-off rooms to assure evacuation and will close doors upon leaving.

Medical Emergency

In the event of a medical emergency the following actions will be taken:

1. Initiate the 911 Notification System.
2. Evaluate scene safety-if there are any concern all personnel should stay at a safe distance
3. Do not move the ill/injured person (unless they are in danger from their surroundings)
4. Avoid all contact with blood and other bodily fluids (never attempt to provide first aid unless you are trained and equipped to do so)
5. A calm employee may stay with the ill/injured person to provide comfort
6. The supervisor will assign two employees (if possible) to wait for the EMS responders at the parking lot entrance or roadside and guide the responders to the scene of the emergency
7. All uninvolved personnel should clear the area.
8. If there has been any blood or bodily fluid release, trained personnel will clean and sanitize the area after the emergency phase has concluded.

Weather Emergency

Weather-related emergencies may be communicated through cell phone notification, radio broadcasts or online notification. If a severe weather warning is issued, employees should take the following actions:

1. Supervisors should notify their staff of potential severe weather.
2. Turn off equipment (if safe to do so)
3. If outdoors, seek immediate shelter. Once indoors avoid standing near windows.
4. Employees should remain indoors until the severe weather warning has been lifted for their area.

Hazardous Chemical Spill

Hazardous chemical spills or releases can be recognized visually by seeing evidence of a chemical escaping from its' normal containment or by detecting an unusual odor. If a chemical spill is suspected all personnel will do the following:

1. Alert others in the area who are at risk and 911 Notification System
2. Turn off equipment (if safe to do so)
3. Walk in an orderly and quiet manner to the exit closest to you not blocked by the chemical release
4. Report to designated Evacuation Location. See Appendix B for Evacuation Locations
5. The Emergency Coordinator will observe the wind direction if applicable and determine the best shelter area for evacuated personnel
6. Stay together until further instructions are given
7. The facility will not be reoccupied until approved by the fire department

Note: No employee will take any action other than defensive actions to attempt to control a hazardous chemical spill or release unless they have been trained and equipped to respond.

Electrical Utility Failure

In the event of an electrical failure the following procedure will be followed:

1. If the failure is in a partial area of the facility notify a supervisor or Director of Physical Plant.
2. Turn off equipment using normal controls

3. Expect sudden equipment restart - stay away from the point of operation and other moving surfaces
4. Do not attempt to move around dark areas
5. Facilities which operate during evening hours may be equipped with backup generators which will activate within seconds of a power failure or have battery-powered emergency lighting to illuminate workspace.

Workplace Violence

Workplace violence will be handled as follows:

1. Any employee who witnesses a violent act, threat of violence or is otherwise concerned should report it to their supervisor or management per Harassment Policy.
2. If immediate action is necessary, they will:
 - advise personnel most at risk to take shelter behind closed doors or to evacuate to other areas of the facility
 - contact emergency services or delegate another person to do so
 - notify the Emergency Coordinator who will evaluate the situation, meet the police, or expand the evacuation.
3. If immediate action is not deemed necessary, the supervisor or manager will notify the Emergency Coordinator of the incident. The Emergency Coordinator will begin an immediate investigation and evaluate the threat to personnel.

Emergency Duties

Emergency Coordinator

1. Verify that necessary Emergency Services have been notified
2. Meet responding Emergency Service units and:
 - issue a situation report
 - keep in contact to provide needed information
 - advise them of evacuation status (during evacuation emergencies)
3. Issue updated instructions to personnel as necessary taking into account comfort of evacuees, duration of the evacuation, time of day, etc.
4. Coordinate incidents of workplace violence

Supervisors/Managers

1. Assist with responding to all emergencies and communicate emergency instructions to employees
2. Communicate facts surrounding an emergency occurring in their area to the Emergency Coordinator
3. Develop plans to assist employees with disabilities to evacuate safely
4. Verify all employees are evacuated before leaving
5. Perform head count to account for all employees and communicate missing personnel to the Emergency Coordinator
6. Be the initial contact and coordinator for incidents involving workplace violence

TRAINING

At a minimum, training will be conducted:

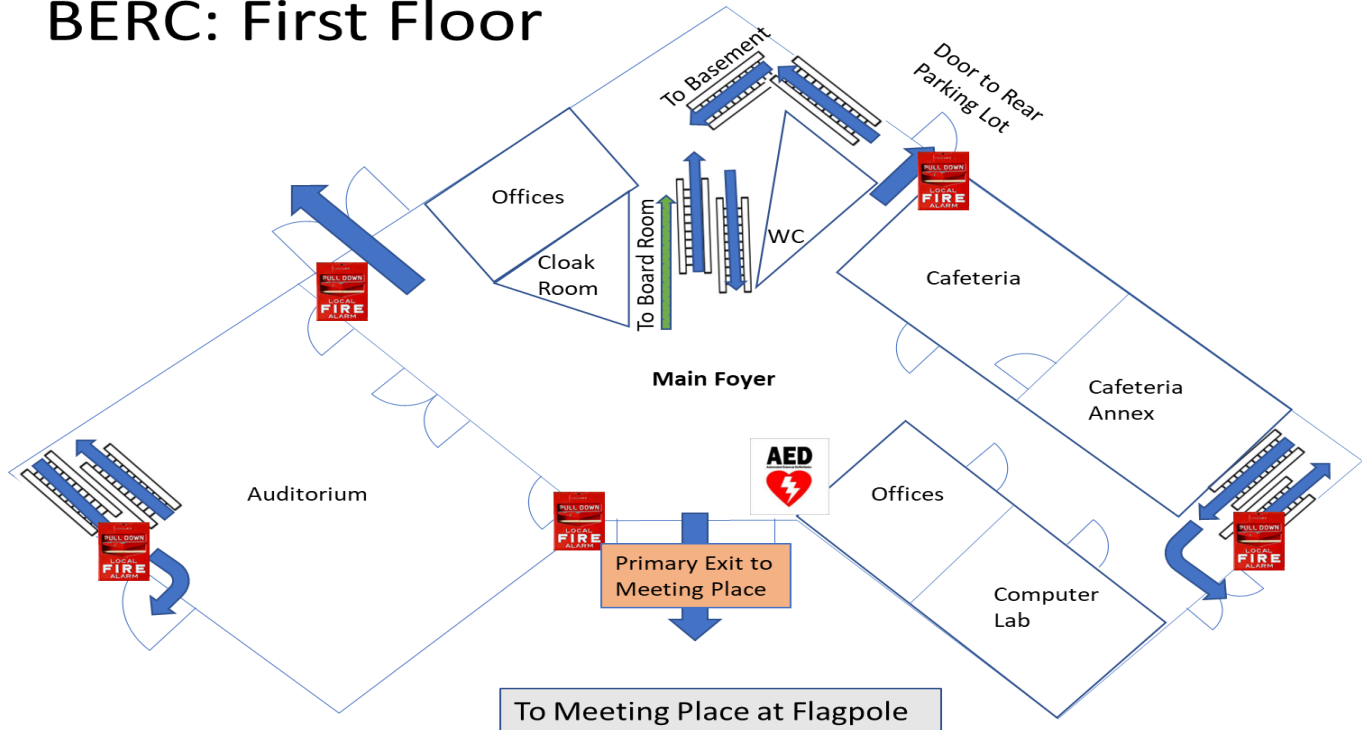
- Upon hire
- When this plan changes
- When employee duties change

Training will consist of:

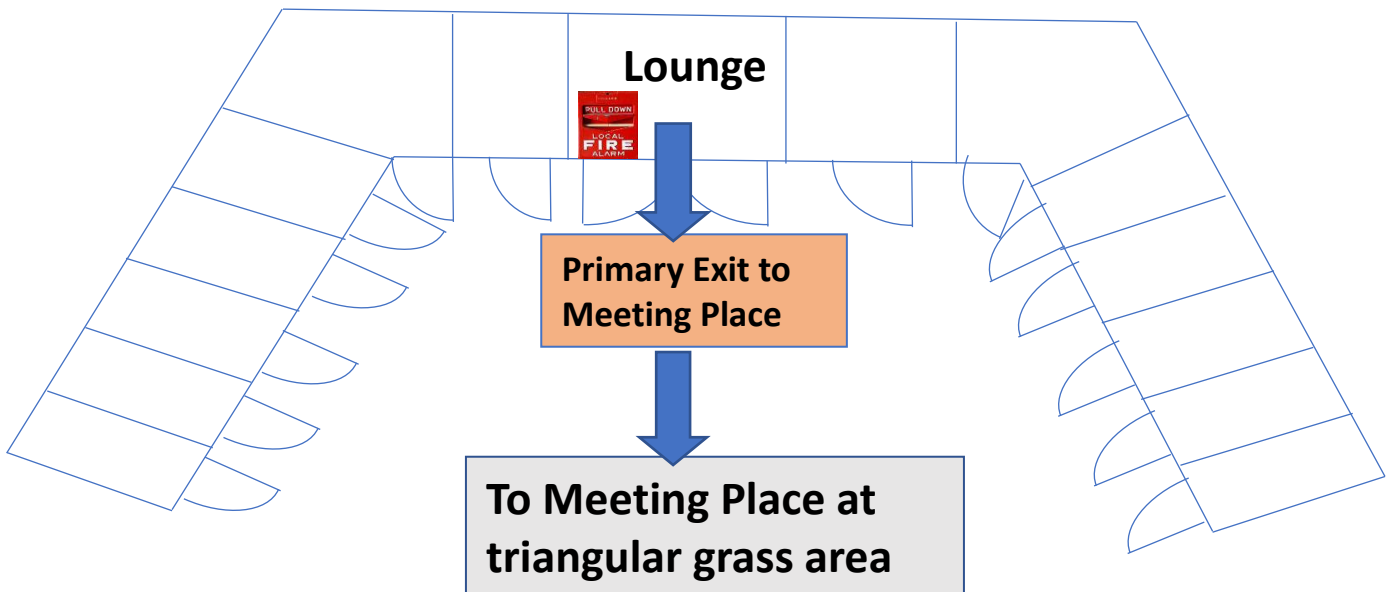
1. Methods of alerting employees of an emergency
2. Employee duties upon discovering an emergency
3. Evacuation routes and Evacuation Locations
4. Procedures to be followed upon notification of emergency

Evacuation Maps

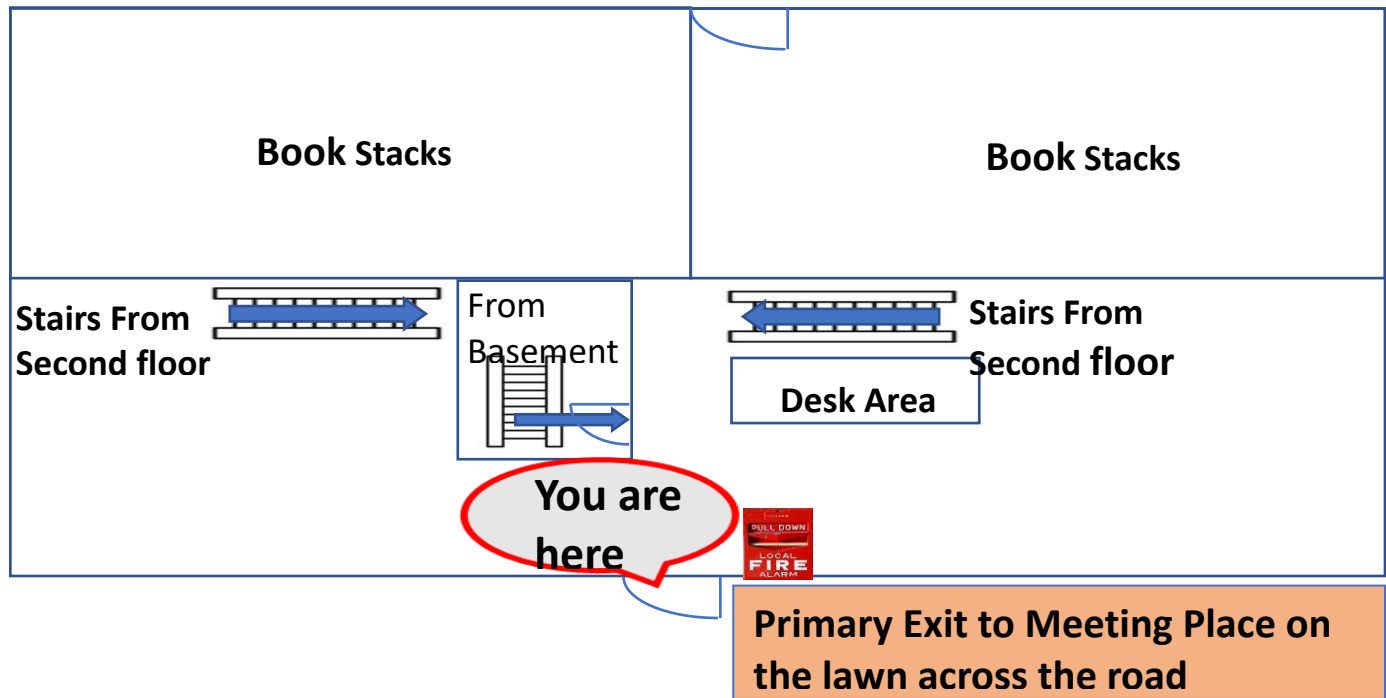
BERC: First Floor



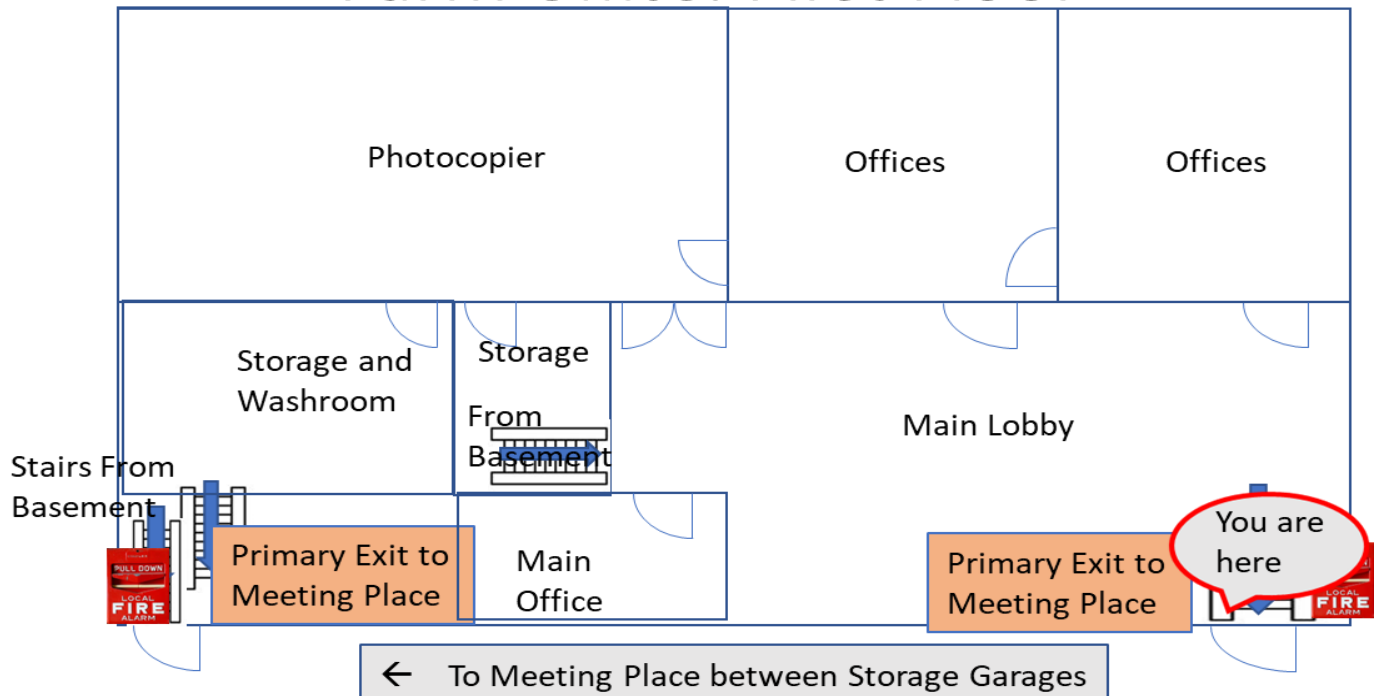
Student Housing



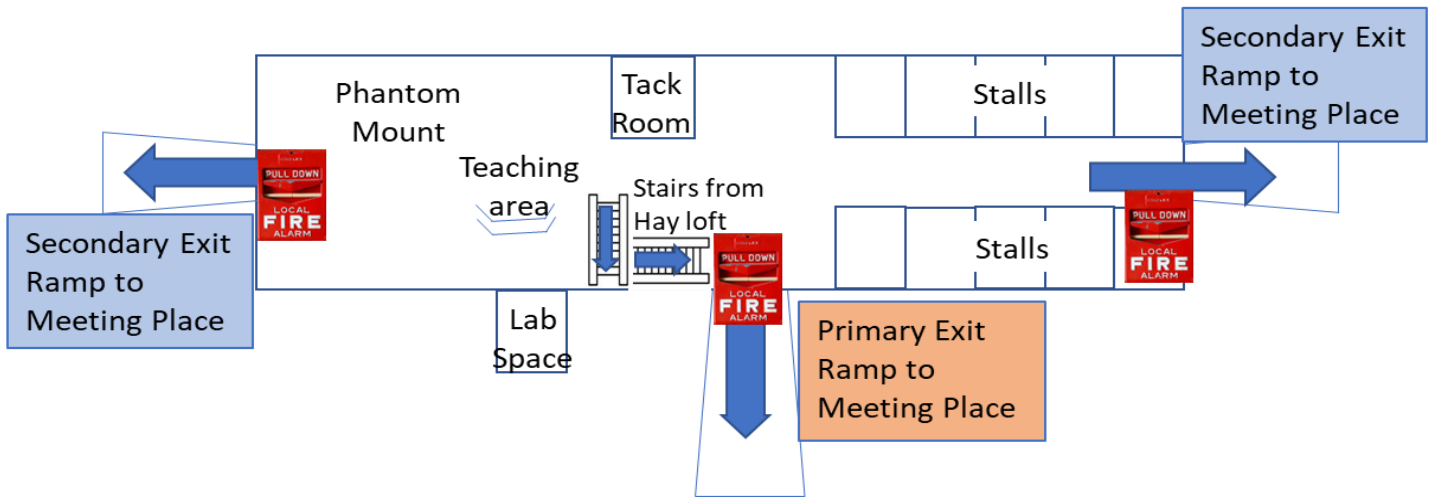
Library: First Floor



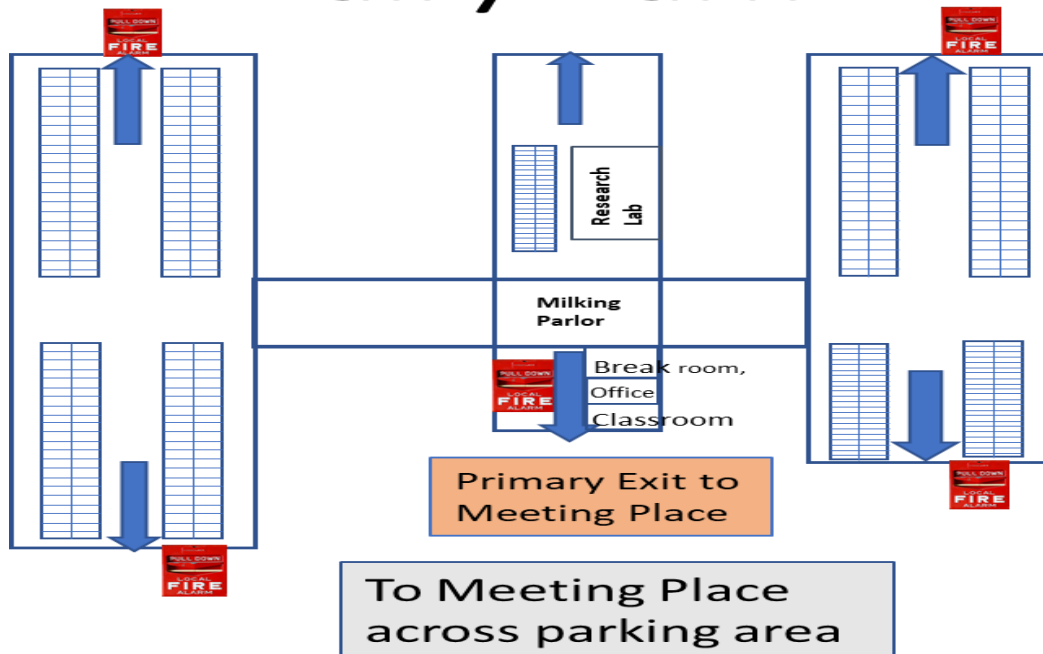
Farm Office: First Floor



Equine Barn: First Floor



Dairy Barn



Evacuation Locations/Meeting Places

