

Emergency Action Plan

Division of Air Quality Maywood Building

PURPOSE

This plan is for the safety and well being of the employees of the Maywood Building. It identifies necessary management and employee actions during fires and other emergencies. Education and training are provided so that all employees know and understand the Emergency Action Plan.

ALARM SYSTEMS AND NOTIFICATION OF EMERGENCIES

In an emergency, employees will be notified by the fire alarm sounding intermittently. This system should provide warning for necessary emergency action and sufficient time for safe escape of employees from the workplace.

ESCAPE PROCEDURES AND EXIT ROUTES

Diagrams of the various exit routes will be posted prominently in the work areas and are attached to this plan. Evacuation maps with escape routes, alternate escape routes; exit locations and Designated Assembly Areas are posted throughout the building.

EMERGENCY INSTRUCTIONS

If You Hear the Fire Alarm Sound

All personnel should proceed along the nearest primary or alternate egress routes to the nearest exit way. Follow the exit way and immediately exit the building.

Use these rules in the event of an emergency:

- Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so!
- Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- Proceed to the designated or nearest exit.
- Turn off computers, equipment, fans, etc., and close office doors.
- Do NOT delay your exit from the building by looking for belongings or other people.
- When leaving the building, go to the assembly area, well away from the building, and gather in the parking lot across the street from the entrance to the building.
- Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.

After an Emergency Evacuation

The procedure for accounting for all employees is: Each supervisor should make a headcount for the respective group. Names of employees not accounted for should be reported to the person in charge of the emergency response.

If You Discover a Fire

Persons discovering a fire, smoky condition, or explosion should actuate the nearest fire alarm box and/or make a telephone call to the local Fire Department at 9-911 if safe to do so. Any pertinent fire or rescue information should be conveyed to the Fire Department. The audible alarm will alert building occupants of the need for evacuation and sends a signal to the Fire Department that there is an alarm condition in the building.

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.



TORNADO WARNING PROCEDURES

Upon receiving the notification of a tornado warning, employees and guests should STAY in enclosed offices, rooms, break-rooms and hallways in the interior of the building - away from exterior walls and glassy areas (windows). The supervisors will VOCALLY alert personnel in their area of the Tornado Warning; direct them to remain in their office or proceed to any safe areas; and account for the presence or absence of their area personnel to the DAQ Safety Officer at (919) 218-7074.

The supervisors will announce in such a manner:

“A TORNADO WARNING IS IN EFFECT... REMAIN IN YOUR OFFICE... GO TO AN INTERIOR ROOM IN THE BUILDING... TAKE SHELTER... STAY AWAY FROM WINDOWS...”

Winds up to 200 mph can occur with most violent tornadoes. The hazards of a tornado can be flying objects within the building. For maximum protection in offices, crouch down under a desk or table and cover your head.

For employees that are traveling in vehicles and encounter a tornado... get out of the vehicle immediately and seek shelter in a nearby building. If a building is unavailable or there is no time, get out of the vehicle and lie in a ditch or low-lying area away from the car. Be aware of potential for flooding. In urban or congested areas, never try to outrun a tornado in a car or truck; instead, leave it immediately for safe shelter. Tornadoes can change direction quickly and can lift up a vehicle and toss it in the air.