



Emergency Action Plan (EAP)

1. Policy and Purpose

This Emergency Action Plan (EAP) is established to comply with OSHA regulations, specifically 29 CFR 1910.38, and to organize and facilitate employer and employee actions during a workplace emergency to ensure the safety of all personnel and property.

- **Effective Date:** 1-1-2025
- **Date of Last Review/Revision:** 10-30-2025
- **Applicable Location(s):** 1208 Beall Ln , Central Point , OR

2. Emergency Coordinator and Contacts

The following personnel are responsible for managing the EAP and coordinating emergency response efforts:

Role/Title	Name	Emergency Phone Number
Emergency Coordinator	Chris McCormick	541-531-1210
Alternate Coordinator	Jason Gallon	541-500-9314
Emergency Services	Fire: 911	911
	Police/Ambulance: 911	911
Non-Emergency Contact	Central Point Fire Non-Emergency	541-664-1300

3. Means of Reporting Emergencies

Employees must be trained on the established means of reporting different types of emergencies.

- **Internal Notification:**
 - To report an emergency internally employees shall use: Clear Loud Verbal information given to Manager with no regard for meetings in progress or any closed door including the bathroom.
 - **External Notification:**
 - To contact outside emergency services (Fire/Police/Medical) **Dial 911**
 - **Crucial Information to Provide:**
 1. The exact location of the emergency (1208 Beall Lane , central point and specific area Office / Warehouse / Parking lot.
 2. The nature of the emergency Fire, Medical, Chemical, Locomotive, Armed Human Violence.
 3. Your name and the phone number you are calling from 541-665-3274
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4. Emergency Evacuation Procedures

This section details the specific steps employees must take during an evacuation.

A. Alarm System

The employee alarm system is: Automatic Fire Detectors ,Loud Clear Verbal information from Management.

Evacuation Signal: Loud Alarm Siren or Management Yelling “Evacuate!” repetitively.

- **Shelter-in-Place Signal:** Only an active shooter or threatening person on the premises would trigger the instructions to shelter in place. All doors would be put into lockdown mode by management and 911 would be called.
- **All-Clear Signal:** Verbal instructions from Management to re enter the area. ‘ All Clear ‘

B. Evacuation Triggers

Evacuation will be necessary for emergencies such as:

- Fire
- Explosion
- Locomotive Derailment Accident

C. Evacuation Routes and Exit Assignments

Emergency escape route assignments are posted throughout the workplace. These procedures and routes will be reviewed with employees.

- **Exit Route Assignments:** Employees must use the nearest safe and unobstructed exit route as shown on the **posted evacuation maps**.
- **Primary/Secondary Routes:** Everyone will exit the only door to the building.
- **Accessibility:** Special procedures for assisting employees with disabilities are: Emergency Coordinator (Chris McCormick) and Alternate Emergency Coordinator (Jason Gallon) escort / assist any disabled employees out of the building.

D. Employee Accountability (Headcount)

Procedures to ensure all employees are accounted for after an evacuation:

- **Designated Assembly Area(s):** Interior of the L shape East (railroad track side) near all primary exits and within easy sight of the main warehouse. Secondary West side of the building if the railroad track side is unsafe.
- **Accountability Procedure:**
 1. Upon reaching the assembly area, all employees must immediately report to their **Emergency Coordinator (Chris McCormick / Jason Gallon)**.
 2. The Supervisor will take a headcount using the current employee roster.
 3. The Emergency Coordinator will report the status (all accounted for, or missing personnel) to the Alternate Emergency Coordinator.
- **Never Re-Enter:** No employee shall re-enter the facility until the **Emergency Coordinator** or authorized public safety official gives the official **"All-Clear"** signal.

5. Duties for Non-Evacuating Employees

- All employees Evacuate Zero exceptions.

Evacuation Map:

Mark with "You are here" and hang in visible positions.

