

EMERGENCY OPERATIONS PLANNING GUIDE

***Borough of Bristol
Department of Licenses & Inspections***



2010

Fire Safety a Way of Life

Table of Contents

1. Opening Statement
2. Emergency Procedures
3. Evacuation Plans
4. Emergency Contacts
5. Floor Plans
6. Utility Information
7. Fire Alarm
8. Fire Sprinkler
9. Material Safety Data Sheets
10. Future Information
11. Review and Content

Opening Statement

In the ever changing world we live in we have to constantly be on alert, vigilant and prepared for any possible type of an unplanned event or emergency.

One way to do this is through constant training, planning, and preparation. Then test those plans and modify them as necessary on a recurring basis.

This Emergency Operation Planning Guide is intended to provide valuable information that can help you create a plan or procedure to be used during an unplanned event or emergency.

You need to become familiar with the information in your plan by reviewing it prior to an event occurring. Always remember:

***“By Failing to Plan,
You Have
Planned to Fail.”***

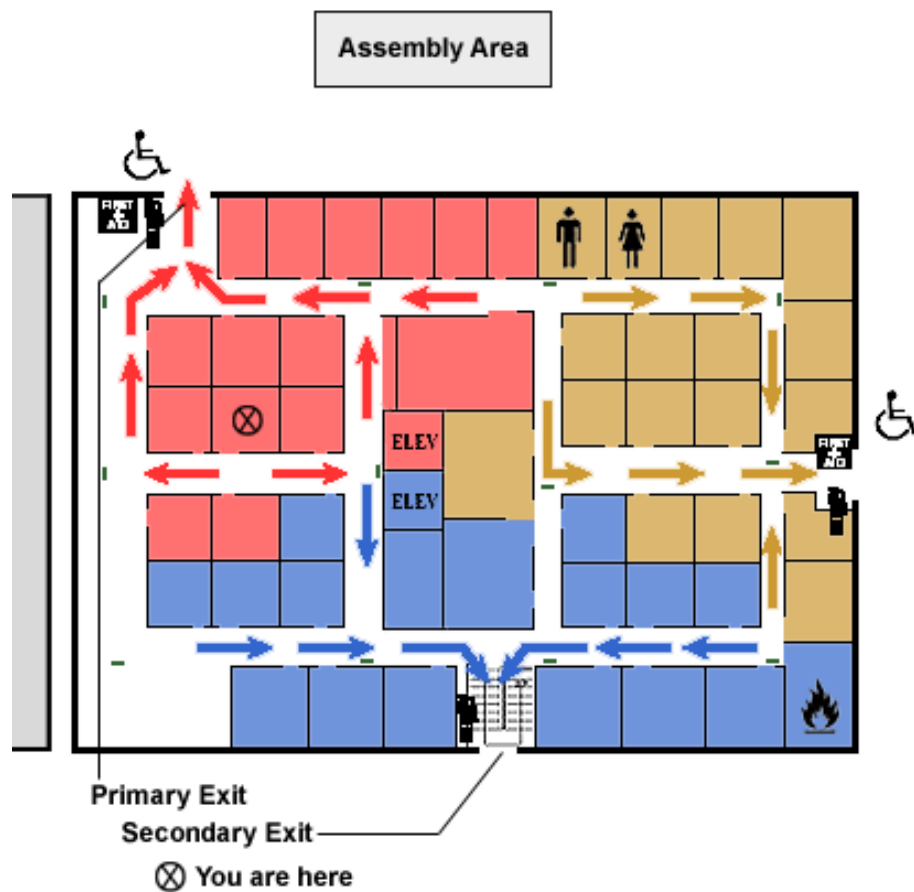
Emergency Procedures

What to do

1. If there is a fire: Who will call 9-1-1 and who will evacuate, how and where to? Who will fight the fire?
2. If there is a medical emergency: Who will call 9-1-1, meet EMS personnel? Who is trained or qualified to provide First Aid? What is the location of medical equipment, first aid kit, AED, etc.?
3. If there is a power failure: Is there a generator? How does it work?
4. If the elevator stops working: Is anyone stuck inside? How does it work? What is the name of the elevator company? Who do you call?
5. What other type of emergencies or un-planned events could occur?

Evacuation Plans

1. During an emergency where will everyone go? Winter time, Summer time.
2. Floor plan showing routes of travel and places to shelter.
3. Who will take the attendance and keep track of the evacuated people?



Emergency Contacts

Name
Position
Home Address
Home Phone
Cell Phone
Pager

Name
Position
Home Address
Home Phone
Cell Phone
Pager

Name
Position
Home Address
Home Phone
Cell Phone
Pager

Floor Plans

1. These can be existing building plans copied to 8 ½ by 11 sheets of paper.
2. They should include the following: emergency evacuation routes, exits, fire extinguishers, etc.
3. There should be extra copies during the emergency to give to the Fire, EMS, and Police personnel.

Utility Information

1. Electric Panels, Where are the shutoffs and how do they work?
2. Water, Where are the shutoffs and how do they work?
3. Gas, Where are the shutoffs and how do they work?
4. Heating, Ventilating, and Air Conditioning, Where are they and how do they work?
5. Future Information

Fire Alarm

1. How does it work?
2. Copies of floor plans showing where zones and detectors are located?
3. Emergency Contact Information

Fire Sprinkler

1. How does it work? Is there a fire pump?
2. Copies of floor plans showing where zones and detectors are located?
3. Emergency contact information

Material Safety Data Sheets

1. What Chemicals are stored on site and where?

Future Information

Review & Comment

Name	Date	Comment