



EMERGENCY ACTION PLAN

OSBT SP-911-00

EMPLOYEE EDUCATION 2019

EMERGENCY ACTION PLAN

In the case of an emergency:

- OSBT Safety Wardens should take responsibility for assigned areas and roles
- Employees will evacuate to the open “No Parking” area on the West end of the parking lot, near the entrance
- Do not return to the building until your Manager/Safety Warden give you the “all clear”
- Emergency Numbers:
 - **Police/Fire Department (Emergency) – 911**
 - **Police Department (Non-Emergency) – 713.222.3131**
 - **Fire Department (Non-Emergency) – 713.222.3434**
 - **OSBT Facilities Management, 832.782.6103**
 - **HSSE Team Lead 281.902.3419**

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) addresses:

- Emergencies that our company expects could occur.
- Under this plan, our employees will be informed of the plan's purpose:
 - Emergency escape procedures and route assignments
 - Procedures to be followed by employees who remain to control evacuation
 - Procedures to account for all employees after emergency evacuation has been completed
 - Preferred means of reporting fires and other emergencies
- Our emergency evacuation procedures and assignments are designed to respond to many potential emergencies including:
 - Fire
 - Weather Related Occurrences
 - Medical Emergencies

EMERGENCY ACTION PLAN

Other Requirements

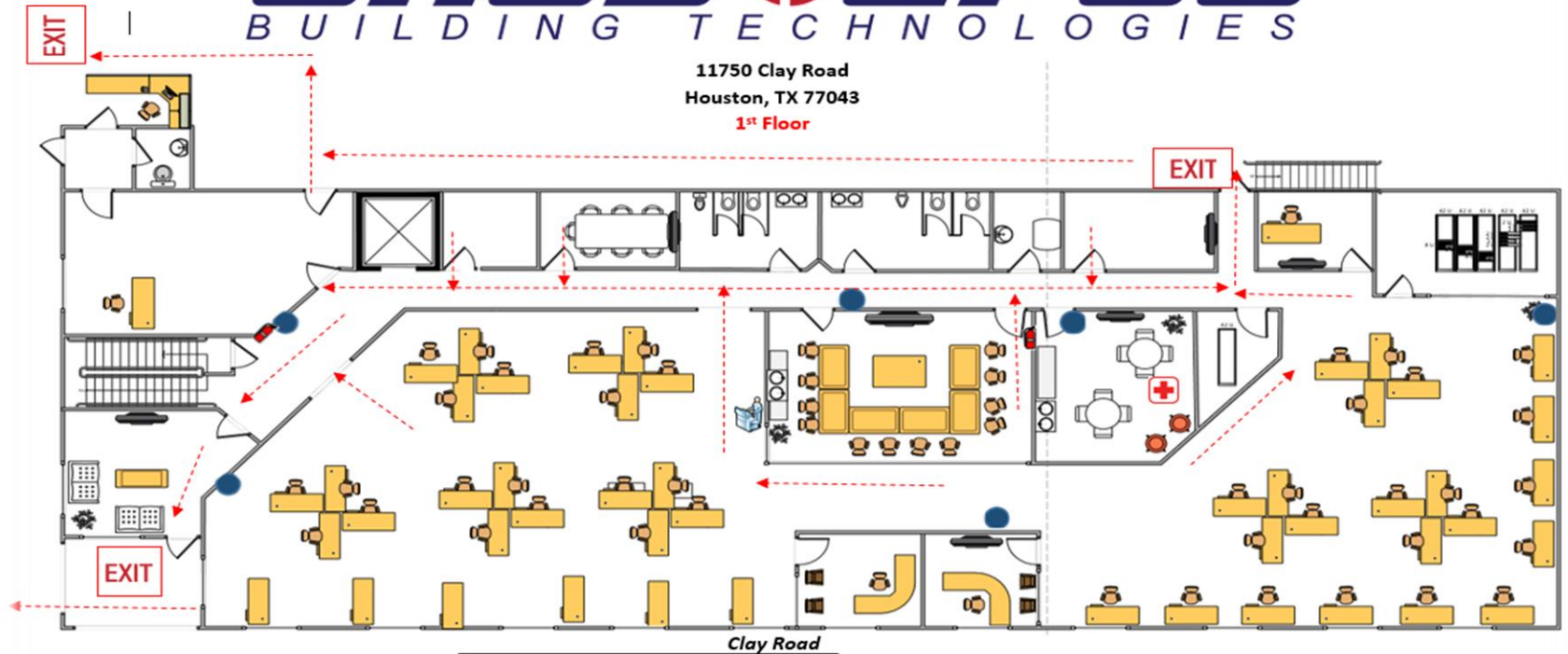
- For emergency evacuations, floor plans or workplace maps that clearly show the emergency escape routes and rally point locations are posted.
- All employees will be instructed as part of our New Employee Orientation program what actions they are to take in various emergency situations that may occur in the workplace.
- Mobility Impaired Individual/Visually-Impaired Persons/Deaf-or-Hard of Hearing Persons
 - Employees that qualify as mobility impaired should notify the OSBT HSSE Management Team.
 - All Supervisors and Managers should know who in your area requires help.

EMERGENCY ACTION PLAN

Employee Responsibilities

- The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.
- **Before an emergency, employees shall:**
 - Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
 - Pre-plan by locating the nearest exit to your work station.
 - Know your environment in the event you are not at your work station when evacuation is necessary.
 - Actively participate in emergency drills and treat them as if they are real.
 - A legal citation is given for not participating with a fine of \$2000.

11750 Clay Road
Houston, TX 77043
1st Floor



Assembly Instructions

Walk directly across the parking lot and assemble in the NO PARKING zone, near the entrance.

Evacuation Map Legend

- Evacuation Route
- EXIT Exit Location
- Fire Extinguisher
- YOU ARE HERE
- First Aid Kit
- Stairway

Emergency Contacts

If the fire alarm sounds, please contact the following:

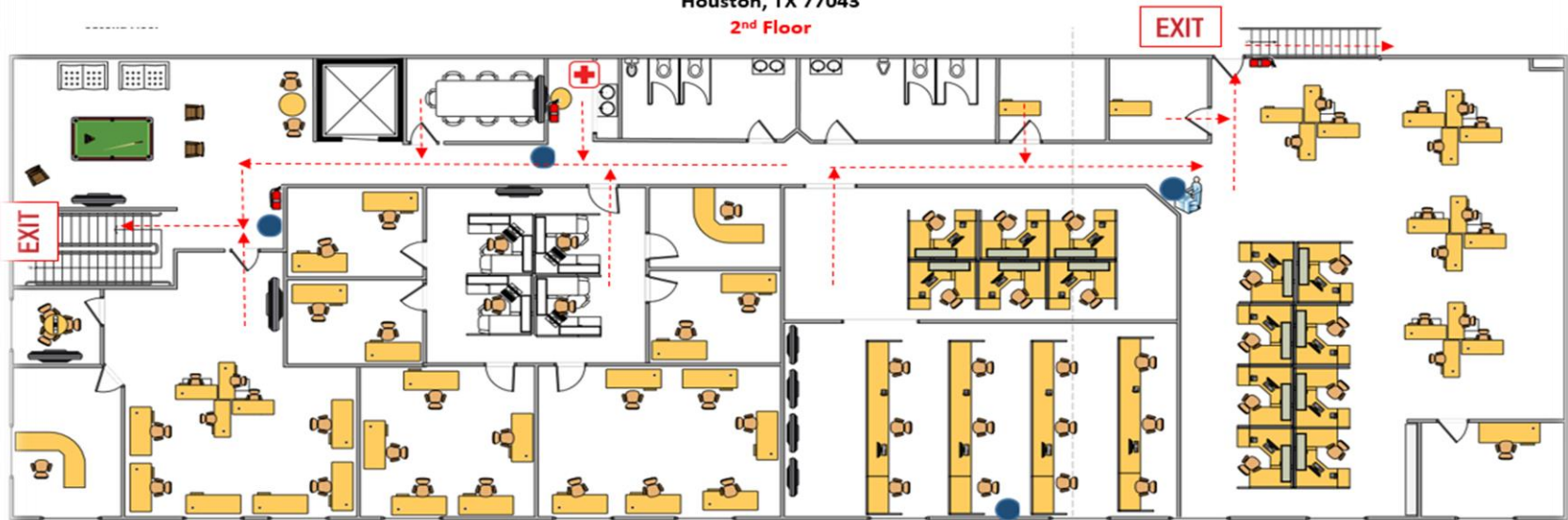
- Police/Fire Department (Emergency) – 911
- Police Department (Non-Emergency) – 713.222.3131
- Fire Department (Non-Emergency) – 713.222.3434

1st FLOOR EVACUATION ROUTES

***If you are not certain of which evacuation route to take, contact the HSSE team or consult your area Safety Warden for a walkthrough.

11750 Clay Road
Houston, TX 77043

2nd Floor



Assembly Instructions

Once downstairs, exit and walk directly across the parking lot and assemble in the NO PARKING zone, near the entrance.

Evacuation Map Legend

- Evacuation Route
- EXIT Exit Location
- Fire Extinguisher
- YOU ARE HERE
- First Aid Kit
- Stairway

Emergency Contacts

If the fire alarm sounds, please contact the following:

- Police/Fire Department (Emergency) – 911
- Police Department (Non-Emergency) – 713.222.3131
- Fire Department (Non-Emergency) – 713.222.3434

2nd FLOOR EVACUATION ROUTES

***If you are not certain of which evacuation route to take, contact the HSSE team or consult your area Safety Warden for a walkthrough.

EMERGENCY ACTION PLAN

Safety Warden/HSSE Team Responsibilities

- A sufficient number of employees have been designated by the company and trained to assist in safe and orderly emergency evacuation for all types of emergency situations.
 - The list of people trained includes at least one person from every area for every shift.
 - These employees are to help direct all employees during emergency evacuation, serve as a resource of information about emergency procedures, and conduct head counts once evacuation has been completed.
- Safety Wardens assist in directing everyone to the proper exits, providing assistance staff members who are unable to leave the premises (handicapped, sight or hearing impaired)
- Safety Wardens may also be responsible for contacting and/or providing updates to Emergency Response staff upon arrival
- Post Incident Actions
 - Submit observations and comments to the Emergency Response Team/HSSE including recommendations for improvement.

EMERGENCY ACTION PLAN

Internal Wardens:

- ✓ Direct staff and any visitors to safety routes or shelters
- ✓ Before leaving assigned areas, check offices, conference rooms, restrooms, and any enclosed areas to ensure that everyone has left
- ✓ Leave office doors unlocked and close exterior windows
- ✓ Take note of any obvious or unusual damage
- ✓ Shutdown of critical services before evacuating the area
- ✓ Retrieve and bring emergency first aid equipment to the assembly area/shelter
- ✓ Leave the area following others to the assembly site or shelter
- ✓ Upon arrival at the assembly site/shelter, report on the evacuation status of their area

External Wardens:

- ✓ Position along the exit routes directing people to the assembly area
- ✓ Help to direct incoming and outgoing traffic to avoid conflict with evacuation routes
- ✓ Maintain clear lanes for First Responder vehicles approaching the facility
- ✓ If search or rescue assistance is requested by the authorities, assist these efforts
- ✓ Coordinate next steps with First Responders

Assembly Area Wardens:

- ✓ Facilitate entry into the assembly area or shelter
- ✓ Help maintain order
- ✓ Share information on the situation as it is released by the Emergency Response/HSSE Team
- ✓ If trained, provide first aid to anyone needing assistance
- ✓ Pay attention to the needs of anyone with disabilities and the elderly



EMERGENCY ACTION PLAN

Employee Responsibilities During an Emergency

- Dial 911, don't assume someone else has.
- Follow the instructions of the Safety Wardens trained to keep you safe.
 - Listen and wait for directions on how and when to evacuate the facility from Safety Wardens, security, police, and/or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor (or area Warden) first and immediately.
- Follow the assigned evacuation route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility.
 - Do not take any side trips!
 - Stand with your teams and wait for your Managers "team roll call".
- Never go back into the facility to retrieve personal belongings.
- If smoke is visible, do not breathe it, crawling puts you near the clean air.

EMERGENCY ACTION PLAN



CPR & First Aid Trained Staff

- Trained staff's role in the EAP system includes four basic steps:
 - Recognize that an emergency exists
 - Decide to act
 - Activate the EMS system
 - Give care until help takes over
- OSBT has several AED/CPR trained resources

Thank You!

Thank you for completing the Emergency Action Plan!

Complete the [Emergency Action Plan Quiz](#) to receive credit for this module.

Have questions?

Contact HSSE@osbt.com