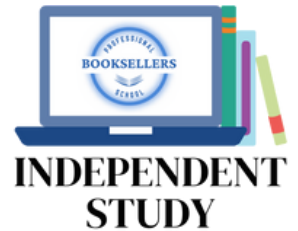




Emergency Preparedness Plan Template



Last Revision Date: _____

Contact Name: _____

Contact Title: _____

Organizational Policies & Statements

List here any policies or statements your store has that may be needed during an emergency. Examples of policies/statements that may be useful: mission statement, safe space policy, documentation/photo policy, code of conduct, pieces of your employee handbook relating to rules about showing up to work, etc.

Regulations References

Identify any regulations that should be included, like OSHA or fire codes, and list them here, or links to them.

Employee Expectations

List here what your employees are expected to do during an emergency. Useful examples:

- Help evacuate all customers.
- Grab the emergency supplies box and bring to the assembly area.
- Search the building for lingering customers.
- Clear all stairwells of people.
- Designate aides for people with disabilities.

Insurance Information

Insurance Company: _____

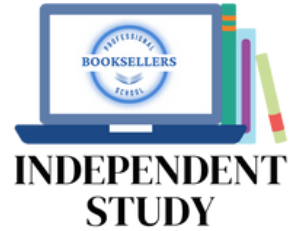
Insurance Agent: _____

Phone Number: _____

Link to file a claim online: _____



Emergency Preparedness Plan Template



BINC Contact: _____

E-mail Address: _____

Phone Number: 1-866-733-9064

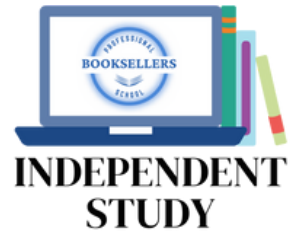
Request Assistance here: <https://www.bincfoundation.org/assistance/>

Emergency Contacts, Emergency Services, Contractors

Name	Role	Phone	E-mail Address
	Landlord/Building Owner		
	Building Security		
	Fire Department		
	Police Department		
	Local Hospital		
	Electrician		
	Plumber		
	HVAC Company		
	Cleanup/Disaster Restoration Company		
	Hazardous Materials Cleanup Company		
	Public Health Dept.		
	Security Alarm Company		



Emergency Preparedness Plan Template



Warning, Communication, & Notification Systems

System Location

Access Point

Fire Alarm

Fire Extinguisher

Security Alarm

Phone Call Tree

Radio

Sprinkler System Control Valve

Building Evacuation Plan

Safe Location/Assembly Area:

Evacuation Leader:

Searchers:

Stairwell Monitors:

Aides for Persons with Disabilities:

Assembly Area Monitors:

EVACUATION LEADER] will account for all employees and customers outside at [SAFE LOCATION/ASSEMBLY AREA].

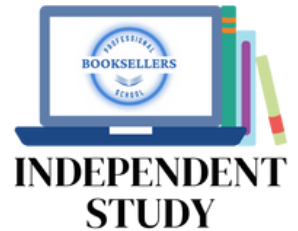
The **Evacuation Leader** is responsible for bringing an employee roster to the safe location/assembly area and accounting for all employees. They should also be informed if anyone is missing or injured and be trained on the appropriate actions to take in those cases.

The **Searchers** are responsible for searching the building and getting lingering customers/employees to the assembly area. The Stairwell Monitors are responsible for watching the stairwells and ensuring orderly evacuation. The Aides are responsible for helping anyone with disabilities get to the assembly area. The Assembly Area Monitors are responsible for helping to account for all employees and customers in the assembly area and informing the Evacuation Leader if anyone is missing or injured.

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Emergency Preparedness Plan Template



EVACUATION LEADER] will account for all employees and customers outside at [SAFE LOCATION/ASSEMBLY AREA].

Employees will be warned of the need to evacuate the building through the following system: [EVACUATION WARNING SYSTEM]. Once the warning system is activated, employees will assume their emergency roles, helping to locate and evacuate all customers and other employees. Employees should assemble everyone outside at [SAFE LOCATION/ASSEMBLY AREA].

(Include a map showing the safe location/assembly area. This map should also be posted in a conspicuous location for all employees to see.)

Severe Weather Plan

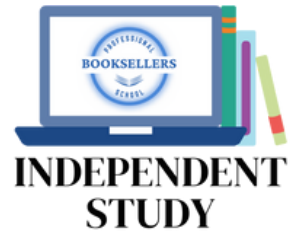
In the case of severe weather before store opening: You should list here what your policy is for employees coming into work in the case of severe weather. Will you close the store? Open late? Are employees expected to come in? Be specific!

In the case of severe weather after store opening: If severe weather hits while your store is open, what should employees do? Is there anything outside they need to secure? Anything inside? Where is your safe room in case of a tornado? Where is the radio in case of power outage? Who is in charge of monitoring the news/weather updates? Who makes the call if the store needs to close?

In the case of hurricane evacuation: If a hurricane evacuation is required, what do you require of your employees? Should they call and tell you they're evacuating? What should you take with you? What is your plan for re-opening after a hurricane? What is your plan for clean up? Are employees involved in clean up?



Emergency Preparedness Plan Template



Shelter-in-Place Plan

If warned to shelter in place due to tornado or other outside airborne hazard, a warning should be broadcast and all employees should move to shelter. Weather sources should be monitored by [ASSIGNED MONITOR] for updated emergency information and instructions.

All employees and customers in the store should shelter in [SHELTER-IN-PLACE LOCATION].

If the ventilation system needs to be shut down due to an airborne hazard, here is the procedure: [LIST PROCEDURE FOR SHUTTING DOWN VENTILATION SYSTEM, INCLUDING LOCATION OF AIR INTAKES & SHUTDOWN CONTROLS.]

Medical Emergency Plan

In the case of medical emergency, please call 9-1-1 to request an ambulance and provide the following information:

- Number/Location of victim(s)
- Nature of injury/illness
- Hazards involved
- Nearest entrance

Alert any trained employees as to the emergency to bring a first aid kit or perform CPR.

[LIST EMPLOYEES TRAINED TO ADMINISTER FIRST AID/CPR.]

Locations of first aid kits: _____

Locations of naloxone kits: _____

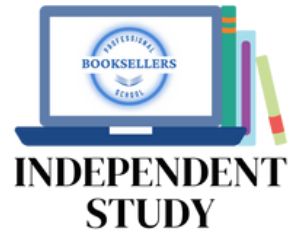
ONLY TRAINED RESPONDERS SHOULD PROVIDE FIRST AID ASSISTANCE.

Emergency Procedures:

- Do not move injured persons unless their location is unsafe.
- Control and limit access to the scene of the emergency.
- Take all necessary precautions to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance and direct them to the injured person(s).



Emergency Preparedness Plan Template



Fire Emergency Plan

- In the case of fire, pull the fire alarm to warn all occupants to evacuate, then call 9-1-1 to alert the Fire Department and provide the following information:
- Business name and street address
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

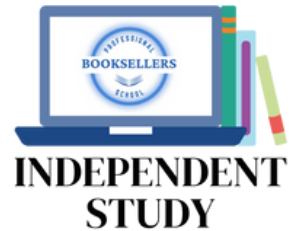
Refer to Building Evacuation Plan to direct evacuation of employees and customers. The fire alarm is located [LOCATION].

Emergency Procedures:

- Evacuate all people in the building to the outside assembly area following the plan outlined in the Building Evacuation Plan.
- Redirect people to stairs and exits away from the fire.
- If there are elevators, make sure no one is using them.
- Building Evacuation Team should account for everyone in the assembly area.
- Once the Fire Department Incident Commander is onsite, the Evacuation Team Leader should inform them that everyone has been accounted for and of any injuries. The ETL should also provide an update on the nature of the emergency and all actions taken, building floor plans, keys, and other assistance as requested.
- Assign employees to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.



Emergency Preparedness Plan Template



Property Conservation

In the case of emergencies where your property may be damaged, you should have plans for:

- Preparations prior to severe weather - boarding windows, securing furniture, etc.
- Identify how you will assess damage, salvage undamaged goods, and clean up the building after an incident.
- Identify contractors, equipment, procedures, and materials needed.

Plan Distribution & Access

This Emergency Preparedness Plan will be distributed to all employees and stored on [STORE DIGITAL DRIVE]. A master copy of this document will be maintained by [ROLE/PERSON]. The plan will be available for review by all employees.

Multiple printed copies of this plan should be provided within the room designated as the emergency operations center (EOC) so that employees can quickly review their roles, tasks, and information when an emergency happens.

An electronic copy of this plan should be stored on a secure and accessible website that would allow team member access if servers are down (such as Google Drive, where you can mark the document as "available offline"). Electronic copies should also be stored on a secured USB flash drive for printing on demand.