

Emergency Preparedness SOP

OSHA's Emergency Action Plan standard, found at 29 CFR 1910.38 (a), requires Food Service employees to have a written emergency action plan (EAP). The written plan is available to all company personnel, their designated representatives, and any OSHA official who asks to see it.

Purpose

To ensure a proper emergency action plan (EAP) is established and implemented.

Scope

This procedure applies to any food service establishment.

Key Words

Emergency Action Plan

Instructions

1. Be sure the Food Services Emergency Action Plan aligns with the district's EAP as well as follows all district, local, state, and federal guidelines within the community of the district.
2. Emergency Escape Procedures:
 - a. The emergency escape procedures and assignments are designed to respond to many potential emergencies including medical emergencies, floods, tornados, hurricanes, fires, earthquakes, as well as bomb threats.
 - b. Taking immediate action and knowing who to contact is the most important thing. With these emergencies, it is first and foremost important to contact plant personnel so an evacuation can start or first aid personnel can immediately respond and begin to provide care.
 - c. The second step is to contact the local emergency agency (police, fire department, or ambulance) which is done by dialing 911.
3. Product Tampering and Adulteration:

- a. Designed to respond to many potential emergencies including tampering of product, HACCP failure, and possible contamination of finished product.
 - b. In the case of tampering or adulteration, it is first and foremost important to contact the: Onsite Manager or Director
 - c. Medical Emergencies:
 - d. In the event an employee is injured and requires medical attention, a supervisor should be called to the area of the accident to assess the situation.
 - e. **Call 911 if it is determined necessary or the injured person has one of the following conditions:**
 - i. loses consciousness
 - ii. is bleeding uncontrollably
 - iii. has chest pains or difficulty breathing
 - iv. has apparent broken bones
 - f. Appropriate communication must always occur with the Executive Team.
4. Fire Emergencies:
- a. In the event of a fire all precautions are to be taken to protect personnel; however, if the fire can be safely put out using a fire extinguisher, then attempt to do so.
 - i. If the fire is extinguishable by internal personnel, the next step is to contact your direct supervisor to inform them of the situation.
 - ii. At that point, the supervisor is responsible to ensure the fire is extinguished and must notify the executive team immediately so all necessary precautions and investigations can begin.
 - b. In the event the fire becomes too much for one extinguisher to handle, pull **the fire alarm** to initiate the evacuation of **all** personnel.
 - c. The supervisors are responsible for getting all personnel to their designated meeting areas **OUTSIDE** the building. *Leave all personal effects behind and evacuate immediately.*
 - d. Be sure to follow your district's fire evacuation protocols and ensure that all employees are aware of the fire evacuation protocols.
5. Flood:
- a. In the case of a flood, all Food Service personnel are to follow the direction of the local authorities.

6. Gas Leak:
 - a. If the smell of gas is detected in the plant, a supervisor, manager and/or maintenance personnel should be contacted immediately.
 - b. The action you take will vary depending upon the strength of the smell of gas.
 - i. It may be necessary to immediately evacuate the area and notify the person in charge.
 - ii. If a gas line is broken, you should immediately shut down all equipment and machinery since a spark may cause an explosion or fire
 - iii. (It is important that all supervisor's and maintenance personnel are familiar with the location of the gas shut off valves for the broken pipeline and have a key to the door).
7. Tornado:
 - a. Once notified of a tornado warning, the person in charge will have all employees go to the tornado shelter located in the **DESIGNATED AREA**.
8. Bomb Threat:
 - a. Take the caller seriously. Do not put the caller on hold or transfer the call unless requested to. Do not interrupt the caller. While on the phone get all the information possible:
 - i. location of the bomb
 - ii. when will it go off
 - iii. the callers sex
 - iv. estimated age of caller
 - v. accents if any
 - vi. background noise (TV, children, traffic, machinery, sirens)
 - b. Once off the phone, contact a supervisor/department head immediately. Provide them with all the information obtained. They will make a determination if it is necessary to call emergency personnel and complete a building evacuation.
 - c. If an evacuation is necessary, Food Service personnel are to follow the direction of local authorities.

Monitoring

1. Develop a written plan that is site specific.

2. Immediately notify the local authorities in the event of an emergency.
3. Distribute information regarding the procedures for reporting a fire, bomb threat, tornado, flood, or other emergency, as well as the location of fire exits and evacuation routes as they pertain to each member of the Food Service team.
4. Conduct drills to acquaint all team members with emergency procedures. (Fire drills will be conducted on an annual basis)
5. Satisfy all local fire codes and regulations as specified.
6. Train designated Food Service team member(s) in the use of fire extinguishers.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____