



Emergency Action Plan

Name: Generator Inc.

Address: 40 Sears Lane, Burlington Vermont 05401
 (802) 540-0761

Date Prepared: 01.01.20

Emergency Names and Phone

Designated Responsible Official

Name: Elliott Katz, Operations Manager

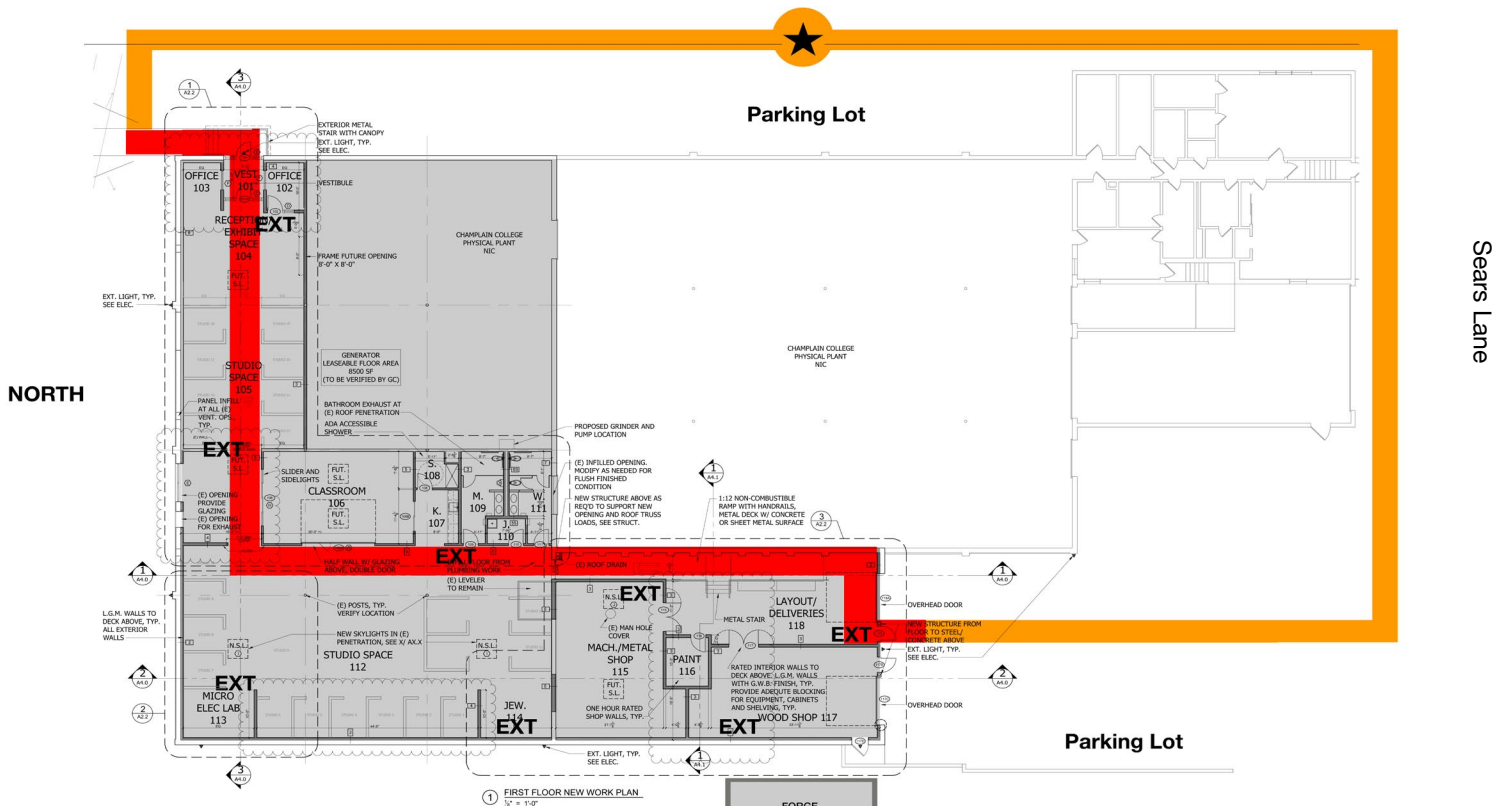
Phone: (802) 540-0761

operations@generatorvt.com

Champlain College Facilities Department

Attn: Tim Austin

(802) 860-2705



KEY

- Evacuation Route
- Assembly Point Route
- Generator Facility
- EXT** Fire Extinguisher
- ★ Assembly Point

1 FIRST FLOOR NEW WORK PLAN
 1/4" = 1'-0"

WEST

The following information is marked on evacuation maps:

1. Emergency exits/Evacuation Routes
2. Locations of fire extinguishers
3. Assembly point

Emergency Phone Numbers

Fire Department: (802) 864-4554

Paramedics: (911)

Ambulance: (911)

Building Manger: (802) 860-2705 Tim Austin, Champlain College Facilities

Utility Company Emergency Contacts

Burlington Electric Department: (802) 865-7300

Department of Public Works: (802) 863-9094

Vermont Gas: (802) 863-4511

Burlington Telecom: (802) 540-0007

Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

1. Medical
2. Fire
3. Severe Weather
4. Chemical Spill
5. Extended Power Loss

Call medical emergency phone numbers (fill out incident report sheet @ generatorvt.com/member-portal/):

a. Paramedics (911)

b. Ambulance (911)

c. Fire Department: (802) 864-4554

Provide the following information:

- a. Nature of medical emergency
- b. Location of the emergency (address, building, room)
- c. Your name and phone number from which you are calling.

Medical Emergency Protocol:

Do not move victim unless absolutely necessary. Call 911 followed by Designated Responsible Official.

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.
3. In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Fire Emergency Protocol:

When fire is discovered:

a. Activate the nearest fire alarm (if installed)

b. Notify the local Fire Department by calling: (802) 864-4554

c. If the fire alarm is not available, notify the site personnel about the fire emergency

Fight the fire ONLY if:

a. The Fire Department has been notified.

b. The fire is small and is not spreading to other areas.

c. Escaping the area is possible by backing up to the nearest exit.

d. The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- a. Leave the building using the designated escape routes.
- b. Assemble in the designated area (specify location):
- c. Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official:

- a. Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- b. Coordinate an orderly evacuation of personnel.
- c. Perform an accurate head count of personnel reported to the designated area.
- d. Determine a rescue method to locate missing personnel.
- e. Provide the Fire Department personnel with the necessary information about the facility.
- f. Perform assessment and coordinate weather forecast office emergency closing procedures
- g. Assist all physically challenged employees in emergency evacuation.

Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- a. Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- b. Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
- c. Fire sprinkler system, standpipes, potable water lines, toilets.
- d. Add propylene-glycol to drains to prevent traps from freezing
- e. Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- a. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- b. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Chemical Spill

The following are the locations of:

Personal Protective Equipment (PPE): First Aid cabinet near kitchen/conference room.

SDS information: <https://generatorvt.com/safety-data-sheets/>

When a Small Chemical Spill has occurred:

- a. Notify the Emergency Coordinator and/or supervisor.
- b. If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- c. Deal with the spill in accordance with the instructions described in the SDS.
- d. Small spills must be handled in a safe manner, while wearing the proper PPE.
- e. Review the general spill cleanup procedures.

Severe Weather/Natural Disaster

Tornado:

When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- a. Small interior rooms on the lowest floor and without windows,
- b. Hallways on the lowest floor away from doors and windows, and
- c. Rooms constructed with reinforced concrete, brick, or block with no windows.
- d. Stay away from outside walls and windows.
- e. Use arms to protect head and neck.
- f. Remain sheltered until the tornado threat is announced to be over. Earthquake:
- g. Stay calm and await instructions from the Emergency Coordinator or the designated official.

- h. Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- i. Assist people with disabilities in finding a safe place.
- j. Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood: (If indoors)

Be ready to evacuate as directed by the Designated Responsible Official. Follow the recommended primary or secondary evacuation routes.

(If outdoors)

- a. Climb to high ground and stay there.
- b. Avoid walking or driving through flood water.
- c. If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

a.. The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- a. Stay calm and await instructions from the Designated Responsible Official.
- b. Moor any boats securely, or move to a safe place if time allows.
- c. Continue to monitor local TV and radio stations for instructions.
- d. Move early out of low-lying areas or from the coast, at the request of officials.
- e. If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- f. Collect drinking water in appropriate containers. Once a hurricane warning has been issued:
- g. Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- h. Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

Remain indoors and consider the following:

- a. Small interior rooms on the lowest floor and without windows.
- b. Hallways on the lowest floor away from doors and windows, and
- c. Rooms constructed with reinforced concrete, brick, or block with no windows.

(If indoors)

- a. Stay calm and await instructions from the Emergency Coordinator or the designated official.
- b. Stay indoors!

If there is no heat:

- a. Close off unneeded rooms or areas.
- b. Stuff towels or rags in cracks under doors.
- c. Cover windows at night.
- d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- e. Wear layers of loose-fitting, light-weight, warm clothing, if available. If outdoors:
- f. Find a dry shelter. Cover all exposed parts of the body.