



Emergency Action Plan – Employee ACCOUNTABILITY

Objectives

- Learn JOI’s Emergency Action Plan Employee Accountability Policy.
- What is the designated assembly area?
- What are your responsibilities in the event of evacuation?

Who is Responsible?

Project Manager, Supervisor or designated person specifically assigned to be responsible for taking roll call, ensuring that all employees comply with this requirement and reporting to outside emergency personnel the last known location of any missing employees.

Employee Accountability Procedures

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.

Keep in mind, people can behave unpredictably, especially if they feel their personal safety is threatened. However, having and practicing an emergency action plan will better ensure the safety of all employees by providing them guidance to ensure they evacuate in an orderly manner and reach the designated roll call location.

If you have been designated as the individual responsible for verifying that each employee is accounted for once an evacuation has taken place, your roll is essential. **Staying calm and in control is needed to ensure you are able to accurately take account for the group of employees you have been assigned to verify are present at the designated meeting place.** Please ensure in advance that you have easy access to an up-to-date list of employees to use while taking roll call.

All EMPLOYEES must report

to the designated rally point for roll call immediately following an evacuation. No employee should attempt to retrieve their personal belongings (car keys, purse, phone, etc.) when the evacuation alarm has been heard. Each employee is responsible for reaching the roll call location without delay so that their safety can be accounted for.



Each EMPLOYEE is responsible

for reporting to his or her Supervisor so that an accurate head count can be made. Supervisor or designee will check off the names of all those reporting and will immediately report those not checked off as missing to the Project Manager or designated Emergency Evacuation Coordinator. All employees must remain at the designated meeting place until informed that it is safe to return to the workplace by the Project Manager of designated Emergency Evacuation Coordinator. **No one may leave the roll call meeting place until officially authorized to do so.**

