



# Emergency Action Plan – Emergency REPORTING

## Objectives

- Learn JOI’s Emergency Action Plan Reporting Policy.
- Gain an awareness of the questions asked in an emergency situation.
- What are your responsibilities?

## Who is Responsible?

Upon discovering an emergency situation, you shall immediately notify supervisory or management personnel. Supervisory or management personnel have the duty of contacting public responders to come to the emergency scene (refer to Emergency Numbers found in your Emergency Action Plan or posted at your site).



## Emergency Notification Procedures

Dialing "911" is a common method for reporting emergencies if external emergency personnel are used at your workplace. Internal numbers may be used for reporting emergencies. If they are, they should be posted on, or near, each phone. Internal numbers sometimes are connected to intercom systems so that coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems. No matter what system is used, it is imperative that emergency situations be immediately reported. Fires and other emergency situations can reach dangerous levels in seconds and any delay in getting emergency responders to the scene can result in additional loss of life and property.

### Emergency Notification Procedures:

Designated employees authorized to report emergencies will call from a safe location and do the following:

### Stay Calm

### Be prepared to answer the following questions:



- Where is the emergency located?
- What is the emergency? (Fire, medical, hazardous material, etc.)
- Is anyone hurt and in need of medical attention?
- How did it happen?
- When did it happen?
- Who are you? (your name, employer & position)