

EMERGENCY RESPONSE PLAN

Emergency Operations Coordinator

The Emergency Operations Coordinator (EOC) is the person who serves as the primary contact for the production in an emergency. The EOC is responsible for making decisions and following the steps described in this plan. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

Primary Contact

Name:

Telephone number:

Secondary Contact

Name:

Telephone number:

Emergency Contact Numbers

Police/Fire/Ambulance: 911

Poison Control Centre: 1-800-567-8911

Hospital:

Production Safety Rep:

Other:

Building Address or Location:

Building Evacuation Signals:

Continuous Alarm

Continuous Air Horn Blast (5 seconds)

Primary Evacuation Route:

Secondary Evacuation Route:

Muster Station Location:

Accountability Procedures

Department heads must provide the EOC with a list of all department members, contractors and visitors present at the worksite in order that the EOC may undertake an accurate head count.

Alarm Bells or Continuous Air Horn Blast:

- Evacuate the building as quickly as possible and assemble at the Muster station
- Do not re-enter the building until given the all clear by the Emergency Operations Coordinator

Building Re-entry:

The building may be re-entered only after the EOC and emergency services has determined it is safe to do so.

Emergency Procedures

Medical Emergency or Serious Injury

The individual closest to the injured person should:

- Ensure the scene is safe and that there is no further danger to anyone
- Do not move the injured person unless there is a high risk of further injury and it is safe to do so
- Do not leave the injured worker unattended
- Contact First Aid immediately via radio, phone, or air horn
- If required or requested by the First Aid Attendant, call for an ambulance and provide as much information as possible
- Designate someone to meet the ambulance at the front door or other predetermined location
- Ensure that the Production Manager is informed that there has been a medical emergency

Minor Injury or Illness

- Contact the First Aid Attendant immediately
- Follow the First Aid Attendant's instructions and provide as much information as possible
- Ensure that a Supervisor is informed that the incident has been reported to the First Aid Attendant

Fire

In the event of a fire the following steps should be taken:

1. Evacuate all occupants from the room in which the fire has occurred
2. Close doors and windows and leave the room
3. Pull the fire alarm and if applicable use the airhorn to signal an evacuation (one long blast)
4. Call the fire department. Tell them your exact location and the nature of the emergency

5. Only if it is completely safe to do so, return to fight the fire with a fire extinguisher until the Fire Dept. arrives. See Fire Extinguishers below
6. Evacuate occupants from adjoining areas if there is any danger from spreading fire, smoke, fumes, or extreme heat

Fire Extinguishers

Use a fire extinguisher only if it is completely safe to do so. If there is any danger at all from fire, smoke, fumes, or extreme heat, leave the area immediately.

Determine what type of fire you have and check the label on the extinguisher to make sure it is intended for your type of fire. Letters on the label indicate the type of fire it will fight:

- A = wood, cardboard, paper, cloth
- B = flammable liquids and gases
- C = electrical equipment
- D = metals

Do not use water on an electrical fire – It could result in electrocution.

Use the **PASS** system to put out the fire:

- **P**ull the pin or ring. Some units require releasing of a lock latch, pressing a puncture lever, or other motion
- **A**im the extinguisher nozzle at the base of the fire
- **S**queeze or press the handle
- **S**weep from side to side slowly at the base of the fire until it goes out

If the fire cannot be controlled with a fire extinguisher leave the area. Close the door to slow the spread of the fire.

Earthquake

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture. If you get under a table and it moves, try to move with it; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture
- Use a doorway for shelter only if it is near you and if you know it is a strongly supported, loadbearing doorway. Inner walls or door frames are the least likely to collapse and may also shield against falling objects
- If you are on set the safest location will be away from set fixtures and lighting, move off the set to a fire lane if possible or other area of the stage that isn't a set
- Stay away from glass and hanging objects such as lighting and set walls that could fall. Watch for falling objects, such as bricks from fireplaces and chimneys, light fixtures, C-stands, high shelves, and cabinets with doors that could swing open
- Grab something to shield your head and face from falling debris and broken glass
- If the lights go out, use a battery-operated flashlight. Don't use candles, matches, or lighters during or after the earthquake. If there is a gas leak, an explosion could result
- If you are in the kitchen, quickly turn off the stove and take cover at the first sign of shaking
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on
- Do not use the elevators

What to Do After an Earthquake

- Move to the designated muster station
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake
- Use the telephone only for emergency calls
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe
- Do not return to the building until emergency services has cleared it for entry

Building Emergency

If a hazardous building condition is discovered which cannot be immediately mitigated, report the condition to production while ensuring that everyone in danger is evacuated from the area. Report the hazard to the Production Manager, including the location and description of the hazard.

Physically Disabled Persons

The following information should be distributed to all workers who are physically disabled. For the purposes of these emergency procedures, any person with a permanent or temporary disability or condition that would require them to need assistance during an evacuation are considered physically disabled. This may include but is not limited to:

- Persons confined to wheelchairs
- Persons dependent on crutches, canes, or walkers
- Persons recovering from surgery
- Pregnant persons
- Persons with significant hearing or sight impairment

Every person on the disabled list should be assured that information provided to production will be kept confidential and is to be used only to provide safe and quick evacuation in an emergency.

Assistants to the physically disabled should be assigned prior to an emergency. Those assigned must know safe refuge areas and how to best assist the worker who is physically disabled. To best be prepared for an emergency proceed with the following:

- Select two assistants to assist you in an emergency, discuss with them your special needs and how to best assist you
- Decide on a meeting spot (your desk, a designated stairwell etc.)
- If applicable, have assistants be familiar with various lifts and carries

If you find yourself alone during an emergency/evacuation:

- Proceed to a stairwell. Instruct all others who are exiting to tell the emergency personnel what floor and stairwell you are on
- Be prepared to ask for assistance, tell others your condition and how you can best be helped

If you cannot leave your office during an emergency/evacuation:

- If there is a fire, close as many doors as possible between you and the fire, wedge cloth material along the bottom of the door to keep smoke out. Do not break windows, this should only be done as a last resort
- Immediately call 911 and tell them:
 - You can't get out
 - You are physically disabled
 - Your address and suite number
 - The nearest major cross street
 - The number you are calling from incase they need to call back for further information.