

**LABORATORY EMERGENCY ACTION PLAN**  
**for**  
**Flora High School**

**Last Revised 8/14/2017**

**(Chemical Hygiene Plan Appendix D)**

**I. Procedure for Reporting Fire or Other Emergencies**

- Fires and other emergencies should be immediately reported to the Laboratory Supervisor by any observing employee or student.
  - In the event of a fire, the employee or student should pull the fire alarm prior to verbally reporting the emergency to the laboratory supervisor.
- The Laboratory Supervisor will report the nature of the emergency to the school front office.
  - The office will contact appropriate authorities and provide necessary building-wide announcements for emergencies that do not require evacuation.
  - If on-site emergency medical assistance is required, the Laboratory Supervisor should call emergency services or empower another employee to do so.
- If evacuation of all or part of the school is necessary for a non-fire emergency, the Laboratory Supervisor shall announce this over the intercom.
  - The Laboratory Supervisor should evacuate the immediate area before the announcement if the danger is imminent.
  - Use of the fire alarm for evacuation in non fire-related emergencies should be avoided unless no other method of notification is feasible.

**II. Procedures for Emergency Evacuation**

- Employees and students in the laboratories in Rooms 2C and 3C will evacuate through the west doors of C Building per the Building Fire Evacuation Plan unless their passage is blocked.
  - The Laboratory Supervisor will direct employees and students to alternate routes to the East in C Building and A Building if necessary.
- All employees and students in other rooms should evacuate according the Building Fire Evacuation Plan.
- Laboratory Supervisors are responsible for determining which students are present and absent after evacuation. This information will be share with school administration and emergency services.
- Laboratory Supervisors and employees are primarily responsible for leading orderly evacuation rather than providing rescue or medical services.
  - Information about employees/students needing rescue should be provided to emergency services.
  - After evacuation, first aid procedures should be undertaken by Laboratory Supervisors and employees until medical professionals can take over.

**III. Emergency Alarm System**

- The building fire alarm should be used to signal evacuation in the event of a fire.
- Other emergencies should be reported using the building-wide intercom with a description of the emergency.

**IV. Emergency Action Training**

- Training shall be given by the Chemical Hygiene Officer.
- Training shall be given to all new employees at the time of hire and refresher training shall be provided annually.

## **V. Review of Emergency Action Plan**

- The Emergency Action Plan shall be reviewed and updated annually and as needed by the Chemical Hygiene Officer in consultation with the Chemical Hygiene Committee.
- Employees will be apprised of changes in their responsibilities following updates to the plan.