



## FRIENDSHIP ACADEMY OF FINE ARTS

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# EMERGENCY PLAN OF Friendship Academy of Fine Arts

Summary: Emergency Action Plan

**Purpose:**

OSHA requires Friendship Academy of Fine Arts (FAFA) to have a written Emergency Action Plan (EAP) This EAP addresses emergencies that our company expects may reasonably occur at work. The EAP informs employees what to do in an emergency.

**Administrative Duties**

**Superintendent – Principal- Administrator:**

Has the authority to implement the EAP and is responsible for reviewing, updating the plan as necessary and communicating to FAFA Board of Directors, Teachers and all support staff.

The plan identifies emergencies and key management contacts.

**Emergency Reporting and Weather Monitoring Procedures:**

Employees are trained to report emergencies and methods of evacuation of Fire and weather emergencies such as tornadoes. Administration personnel will notify the Fire department through ADT Security and Fire System.

**Evacuation Procedures:**

Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. The plan indicates which type of emergencies require evacuations and their procedures, including how to account for employees, tracking methods, who is trained to help evacuate, and what to do once employees are safely evacuated.

**Non-Evacuation Emergency Procedures:**

The plan indicates what employees should do in the event of an emergency that does not require them to evacuate. These emergencies include tornadoes.

**Plan Administrator Duties:**

The plan indicates what the Plan Administrator duties are during an emergency.

**Rescue and First Aid:**

The plan indicates the circumstances that may require rescue and or first aid. The plan includes who is on the ERT. The Plan includes the designated first aid responders are.

## **Training:**

Our Plan Administrator reviews with the employees those parts of the EAP that employees must know to protect themselves. The Plan indicates when training is done, what it includes, and how it is presented. The plan also includes information on drills.

## **Emergency Equipment and Support:**

FAFA personnel is trained on all equipment and support provided by Friendship Academy of Fine Arts during emergencies.

## **Friendship Academy of Fine Arts Emergency Action**

### **PURPOSE**

FAFA is dedicated to the protection of its employees from emergencies such as tornadoes and fires. When emergencies do occur, our EAP is initiated. This EAP is in place to insure employees and student safety from emergencies during regular school hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements, found at 29 CFR 1926.35, require FAFA To have a written action plan to address emergencies that FAFA expects may reasonably occur at any of our sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, and any OSHA officials.

## **Administrative Duties:**

**Superintendent/Principal/Administrator** is the EAP administrator, who has overall responsibility for the plan. The responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions.
- Notifying the proper rescue and law enforcement authorities, and the building owner/superintendent in the event of an emergency affecting the facility.
- Taking security measures to protect employees and students.
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee.
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan.
- Training designated employees in emergency response such as the use of the fire extinguishers and the application of first aid.

- Making decisions which emergency response to initiate (evacuate or not);
- Maintaining records and property as necessary.
- Maintaining facility fire codes, building codes and regulations.

The following potential emergencies will call for implementation of this EAP.

- \* **Blizzards**, Bomb threats, Fire, Explosion, Flooding, Gas Leak, Lighting Strikes, Nuclear Attack, Storm/Hail, Hostage Situation and or Terrorist attack.

Key management personnel home telephone numbers are kept in a safe place in the Administrator office for immediate use in the event of an emergency and distributed to be retained in their homes for use in communicating an emergency occurring during non-work hours..

Key management member:

Ethel Lee Norwood	Marian Langley	Juan Effiom
Mary Riley	Carr Kpanyor	Frederick Paster

### **Alarms**

Different emergencies call for different alarms to indicate what action employees should take. Friendship Academy of Fine Arts has established an employee alarm system that complies with 29 CFR 1910.165. FAFA uses the established fire alarms as verbal communication. We use a distinctive alarm capable of identification as a signal whether or not to evacuate for each emergency. We use a distinctive signal for each purpose, including alerting fire brigade members, if applicable. Fire alarms are located on each floor near each required exit. Key management members will identify and notify alarms to warn employees and students by verbal communication and alarms.

**EMERGENCY RESPONDER: FIRE OR MEDICAL NUMBER 911**  
IS POSTED IN LOCATIONS TO SERVE AS A MEAN TO REPORTING EMERGENCIES.

### **Emergency Reporting and Weather Monitoring Procedures**

Employees are to report any emergency detected such as fire or hazardous release to Key Management.

Notification will be made to local Fire Department

Communication will be made to all employees and students of pending evacuation.

### **In the event of a Tornado Watch**

Tornadoes are monitored by listening to the weather report on the radio or television  
We monitor the path using the internet weather reporting and or television

Listen for Server weather siren located in the community.

### **Evacuation Procedures**

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. The EAP is designed to respond to many potential emergencies, depending on the degree of seriousness.

In some cases where the emergency is grave, “total and immediate evacuation” of all employees and students is necessary. In other emergencies, a “partial evacuation” of nonessential employees with a delayed evacuation of others may be necessary for continued school operation. In still other cases, only those in the immediate area of an emergency may be expected to evacuate or move to a safe area such as when a localized Fire breaks out but is extinguished before spreading, activating a fire suppression system Discharge employee alarm. Enter the