# EMERGENCY ACTION PLAN

**If you fail to plan, you plan to fail.**

## Developing Emergency Plans

1. Identify hazards, assess risks. Determine:
    a. the types of hazards (fire, flooding, tornado, etc.).
    b. the probability of their occurrence.
    c. the extent of damage if hazards occur.
2. Assess capabilities and resources.
    a. What do we have?
    b. What will we need?
    c. Identify personnel and equipment.
3. Review existing plans if they exist.
4. Determine who is responsible for doing what.
5. Write the plan.
6. Implement and practice the plan.
7. Update the plan accordingly.

## General Facility Requirements

- All exits shall have an illuminated sign above it that states, "EXIT".
- A sign that states, "NOT AN EXIT", should be placed over doors if there is the possibility that it could be mistaken for an exit. (closets, stairways, etc.)
- Under no circumstances shall exits be locked while the building is occupied.
- All emergency exit doors shall be equipped with panic hardware.
- All emergency exits should open outward.
- All emergency exit doors shall lead to a safe place of refuge.
- All emergency exit doors and passageways shall have emergency illumination, in case of power loss.