

# Workplace Emergency Action Plan

This plan was developed for the Hoopa Valley Tribe (HVT) and their employees by the Hoopa Valley Tribal Safety Office (TSO) of the Hoopa Tribal Insurance Department. The following information is intended to establish an immediate course of action for all employees to understand and implement in the event that a workplace emergency may occur on the Hoopa Valley Indian Reservation (HVIR).

## I. POLICY

It is the policy of the Hoopa Valley Tribe to take every possible action to comply with all emergency regulations established by the Hoopa Valley Tribe and protect employees in emergency situations. This Workplace Emergency Action Plan (WEAP) serves as a guiding document for **immediate** response procedures to the various types of emergencies that an employee of the HVT may face. This plan will augment the Tribes Emergency Operations Plan (EOP), which is the guiding document for mitigating emergencies and disasters by establishing a framework for coordinating and planning responses to an incident.

## II. EMERGENCY ACTION PLAN COORDINATOR (SAFETY OFFICER)

Upon approval and adoption of the WEAP by the Hoopa Valley Tribal Council, the Safety Officer for the HVT (WEAP Coordinator) is responsible for the following:

- Making sure this WEAP is kept up to date by performing quarterly reviews
- Conduct annual mock exercises to ensure that departments are properly prepared to respond to an emergency
- Ensure that all departments have a copy of the WEAP posted in the workplace
- Providing any necessary training or emergency response documentation to employees of the HVT
- Follow up with department managers/directors to ensure they are providing **all** new employees this plan.

The WEAP Coordinator can be reached at the Hoopa Valley Insurance Department located at 103 Willow Street, Suite B in Hoopa, California. The office phone number is 530.625.9200, and the emergency mobile phone number is 707.499.0781. If the Safety Officer is not available, then the Insurance Risk Manager will fulfill these requirements at the same contact except the emergency mobile phone number is (707) 499.1294.

## III. REPORTING PROCEDURES

The following table lists many of the types of emergencies that could occur at your workplace and how employees should report them. In almost every instance, an employee will be required to call 911, which is the external emergency responder used for