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### WHAT EMERGENCY TRIGGERS USE OF PLAN

No one expects an emergency or disaster to affect him or her—or the work area. Yet the reality is that emergencies and disasters can strike anyone, anytime and anywhere. A workplace emergency is an unforeseen situation that: threatens volunteers, staff, and visitors; disrupts or shuts down part or all of the agency community; or causes physical or environmental damage. Emergencies may be natural or manmade and this is an “ALL HAZARDS” Plan.

When an emergency strikes our immediate safety and prompt recovery will depend on the level of preparedness among staff and volunteers. At New River Community Action planning ahead for emergencies is part of normal business planning and agency life, and **all members of the agency share a responsibility for preparedness.**

This emergency plan (EP) details the actions that employees in each program site are expected to take in response to an emergency. It identifies certain individuals that have an emergency response role and provides a structure for coordinating the agency’s actions and our personnel if a large-scale disaster occurs.

Note that it may or may not be necessary to vacate a specific area during an emergency incident. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sections of their building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated an immediate health and safety risk.

For broad-scale emergencies that affect a large portion of the agency, NRCA will activate its ONECALL service to notify staff of actions to be taken.

This plan and attachments are to be used in emergency events. **Keep copies ready and available!**

### ALL STAFF RESPONSIBILITIES DURING EMERGENCY

Everyone is responsible for their safety and to take appropriate action and to alert peers to emergency.

* Call 911. *It is okay if multiple staff make the call to 911.*
* Remain calm.
* Alert Emergency Site Coordinator or Alternate to assist with evacuation.
* Turn equipment off, if possible.
* Follow directions to the evacuation site.
* Walk, do not run.
* Take personal items.
* Notify others of the alarm if they did not hear it.
* Assist persons with disabilities or injuries.
* Do not put yourself or others in danger. Try to rescue others ONLY if you can do so safely.
* If you cannot safely evacuate an individual, notify Emergency Site Coordinator as soon as possible of the individual’s situation and location.
* Close doors.
* Check nearby offices, classrooms, and restrooms for persons not yet evacuated.
* Assist your clients and volunteers in exiting.
* *During an evacuation – close door and place trash can outside to signal everyone is out of that room.*
* Keep exiting groups together.
* Gather at the evacuation site, check in with Emergency Site Coordinator, and await instructions.
* Don’t go back into the building until informed it is safe to do so.
* Report any missing, injured, or trapped people to the emergency responders and Emergency Site Coordinator.
* Follow all directions from emergency response personnel.

### NRCA SAFETY MANAGEMENT TEAM

The NRCA Safety Management Team is made up of members of NRCA management. The role of Safety Management Team is to review agency safety needs and to recommend and implement related policies and procedures.

### EMERGENCY SITE COORDINATOR RESPONSIBILITIES

These people should be contacted with any questions about this Emergency Action Plan. During a crisis, Emergency Site Coordinators call 911 and provide emergency instructions and warnings and assist with evacuations. Agency evacuations will be directed by the Emergency Site Coordinator to maintain safety and avoid traffic gridlock.

A representative of the Safety Management Team will train Emergency Site Coordinators/Alternates annually.

Emergency Site Coordinators and/or the Alternates will report completed trainings to the NRCA Administrative Office Program Support Technician, Jamie Raines at 540-633-5133 ext 410. Ms. Raines will keep a check list of trainings and share that monthly with the Safety Management Team.

* The Emergency Site Coordinator and Alternate Coordinator for each site are included on ATTACHMENT 1.
* Dial 911. Give as much information as possible to the 911 operator.
* Notify staff of the emergency and whether to evacuate the building.
* Take first aid kit and employee rosters.
* Ensure all employees are out of building ONLY if you can do so safely.
* Gather at the evacuation site.
* Account for staff using employee roster.
* Report any missing, injured, or trapped people to the emergency responders.
* Follow up with immediate supervisor of situation.
* Schedule regular evacuation training and practice sessions.

### SITE SPECIFIC STAFF TRAINING

Emergency Site Coordinators will train employees at their site(s) on all elements of theie site specific Emergency Plan.. New employees will receive training in their “new hire orientation” as part of their specific training plan. Staff changing work sites will be provided evacuation sites and shelter in place directions by their Emergency Site Coordinator/Alternate within first week of transfer to the new site. Additional training is necessary when an employee’s required actions under the plan change or when there are changes to the plan.

### PRACTICE DRILLS

The Emergency Site Coordinator/Alternate will conduct at least two evacuation and two shelter-in-place practice drills per year. Practice drills will take place at all sites in March and September.

### http://t3.gstatic.com/images?q=tbn:ANd9GcRDncPBfVqeYoIHJcy2dB5W32Szne8sSuOu_ew5jwoAeMV1phXU SHELTER-IN-PLACE

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "shelter-in-place," is a matter of survival. **A notice of shelter-in-place would be given to you by your site Emergency Coordinator**. Your site will have an identified "shelter in space" room(s). Move to that space.

If told to shelter in place:

* Stay in a building or other shelter until otherwise directed or the danger has subsided.
* If you are outdoors, go inside immediately.
* Close all windows and doors, and follow any other instructions that are issued.

### http://t2.gstatic.com/images?q=tbn:ANd9GcTK0mFzsGnVHvVuRCyLxEZAhDetvqLVjfOVfILZCU-ZaNJDJs1qogEVACUATIONS

In situations where the building needs to be evacuated, abandon the facility taking the shortest path to safety.

All personnel are to report to their pre-designated assembly point. At the assembly point, supervisors account for personnel and report any that are unaccounted for to the Emergency Site Coordinator, who will report missing to the local police department and/or the fire department.

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### WHAT VIRGINIA LAW SAYS ABOUT GOOD SAMARITANS

*Virginia "Good Samaritan" Law Code Of Virginia - Section 8.01-225*

Persons Rendering Emergency Care, Obstetrical Services Exempt From Liability.

Any person who in good faith, renders emergency care or assistance, without compensation, to any ill or injured person at the scene of an accident, fire, or any life-threatening emergency, or en route there from to any hospital, medical clinic or doctor's office, shall not be liable for any civil damages for acts or omissions resulting from the rendering of such care or assistance.

Note: Individuals providing assistance during emergency situations should always exercise extremely good judgment as well as a reasonable level of skill not to exceed the scope of their own abilities or training. It is important to note that although laws offer a degree of protection to a “Good Samaritan,” they are not necessarily a guarantee someone cannot or will not sue.

### ATTACHMENT 1

### EMERGENCY SITE COORDINATORS and ALTERNATES/ EVACUATION LOCATIONS/TRAINING DATES

During a crisis, Emergency Site Coordinators call 911 and provide emergency instructions and warnings and assist with evacuations. Emergency Site Coordinators must ensure all employees are out of building and follow up with immediate supervisor and/or landlord.

| **NRCA Site** | **Emergency Responders** | **Name** | **Work Phone**  | **Cell Phone**  | **Evacuation Location** | **Training Dates** |
| --- | --- | --- | --- | --- | --- | --- |
| **Evacuation** | **Shelter in Place** |
| **Radford Admin** | Site's Coordinators | Tammy PenningtonMichelle Cox | 633-5133 ext. 420ext. 457 | 616-9358[private] | Farmers Market Parking Lot |  |  |
| Alternate Coordinator | Katie CollinsJamie Raines | 633-5133 ext. 452ext.410 | 391-2267577-5138 |
| **Floyd Area Office** *(includes Emergency Assist/ CHIP/HS)* | Site's Coordinator |  Alison Harris | 745-2120 | 505-2509 |  Head Start – playgroundOffice – end of parking lot towards cannon |  |  |
| Alternate Coordinator | Faith NicholsOR Katie Bennett  | 745-2120745-2102 | 392-9287 |
| **Montgomery Area Office** *(includes Emergency Ast/ VA CARES and To Our House)* | Site's Coordinator | Melissa Poindexter | 382-6186  | 641-8513 | Hardee’s Parking Lot |  |  |
| Alternate Coordinator | Krista Wilson | 382-6186  | 320-5490 |
| **Giles Emergency Assistance office**  | Site's Coordinator |  Donna Thompson | 921-2146  | 304-753-9030 | First sheltered side entrance at King Johnston school directly in front of the office |  |  |
| Alternate Coordinator | None available.  |  |  |
| **Pulaski Area Office***(includes Emergency Assist/ CHIP)* | Site's Coordinator |  Daniel Harris  | 980-5525 |  (540) 589-0429 | Seagles Funeral home parking lot |  |  |
| Alternate Coordinator | Denise Hancock | 540-200-5782 |
| **Radford Emergency Assistance office** | Site's Coordinator | Amber Akers | 731-3663 x 6994 | 540-230-9537 | Radford City Municipal Building  |  |  |
| Alternate Coordinator | None available.  |  |  |
| **Blacksburg Head Start**  | Site's Coordinator | Leah Hill | 552-0490 | 392-2782 | playground |  |  |
| Alternate Coordinator | Sarah Graham | 540-750-6063 |
| **Christiansburg Head Start center** | Site's Coordinator | Leah Hill | 381-7559 | 392-2782 | Playground |  |  |
| Alternate Coordinator | Pam Wilson | 392-0359 |
| **Floyd Elem Head Start –Classroom** | Site's Coordinator | Cheryl Spangler | 745-9440 ext 4642 | 320-5712 | Playground across the road  |  |  |
| Alternate Coordinator | Alison Harris | 540-267-6339 |
| **Radford Head Start**  | Site's Coordinator | Alison Harris | 731-4107  | 267-6339 | Playground  |  |  |
| Alternate Coordinator | Cherish Gallimore | 641-3394 |
| **Narrows Head Start**  | Site's Coordinator | Susan Porterfield     | 726-2700  | 921-7177 | Narrows Recreation Center |  |  |
| Alternate Coordinator | Emily Perkins    | 599-4650 |
| **Pearisburg Head Start**  | Site's Coordinator | Robin Lambert | 921-2355 | 599-5138 | Macy McClaugherty Elementary School |  |  |
| Alternate Coordinator | Christi Caldwell | 921-1941 home998-0091 |
| **Pulaski Head Start**  | Site's Coordinator | Felicia Ba | 994-5740 | 235-1793 | Tennis court |  |  |
| Alternate Coordinator | Cindi Brown | (540) 616-8232 |
| **Giles CHIP** | Site's Coordinator | Diane Wise | 726-2252 | 357-2169 | Parking lot |  |  |
| Alternate | None. |   |
| **Mont CHIP** | Site's Coordinator | Carrie Rush | 540.394.3255 | 540-641-3034 | Sherman Smithman Parking Lot |  |  |
| Alternate | Angie Nichols | 540-250-5090 |

ATTACHMENT 2

EMERGENCY RESPONSE ACTIONS

**Medical Emergency Procedure**

* **CALL 911**; indicate nature and extent of the injury. Always call from a safe location.
* Protect the victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily.
* Provide first aid until help arrives if you have appropriate training and it is safe to do so.
* Send someone outside to escort emergency responders to the appropriate location, if possible.

**Evacuations**

If the building is evacuated in response to a fire or similar emergency, all personnel are to report to the pre-designated assembly point. At the assembly point, supervisors account for personnel and report any that are unaccounted for to the Emergency Site Coordinator who will report missing persons to the First Responders.

**To Assist Visually Impaired Persons:**

* Announce the type of emergency.
* Offer your arm for guidance.
* Tell the person where you are going or obstacles you encounter.
* When you reach safety ask if further help is needed.

**To Alert People with Hearing Problems:**

* Turn lights on/off to gain the person’s attention, or
* Indicate directions with gestures, or
* Write a note with evacuation directions.

**To Evacuate People Using Crutches, Canes, or Walkers:**

* Evacuate these individuals as injured persons.
* Assist and accompany to evacuation site if possible, or
* Use a sturdy chair (or one with wheels) to move the person, or
* Help carry the individual to safety.

**To Evacuate Wheelchair Users:**

* Non-ambulatory persons’ needs and preferences vary. Individuals at ground floor locations may exit without help. Others have minimal ability to move. Remember, lifting may be dangerous to you or them.
* Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Wheelchair users with electrical respirators should get priority assistance.

**During an emergency, volunteers and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.**

Do not put yourself or others in danger. If you cannot safely evacuate an individual, get them to a stairwell or other easily identified “protected” location and notify emergency responders as soon as possible of the individual’s situation and location.

Note that it may or may not be necessary to vacate a specific area during an emergency incident. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated an immediate health and safety risk. Follow all directions from emergency response personnel.

Agency evacuations will be directed by the Emergency Site Coordinator or Alternate to maintain safety and avoid traffic gridlock. Under these circumstances:

* Remain calm.
* Alert Emergency Response Team to assist with evacuation.
* Quickly shutdown any hazardous operations or processes and render them safe.
* Follow directions to the evacuation site.
* Walk, do not run.
* Take personal items.
* Notify others in the unit's area of the alarm if they did not hear it.
* Assist persons with disabilities.
* Check offices, classrooms, and restrooms.
* Turn equipment off, if possible.
* Close doors.
* Take emergency supplies and employee rosters.
* Keep exiting groups together.
* Instructors assist volunteers.
* Gather at the evacuation site and await instructions.
* Account for , staff and volunteers.
* Report any missing or trapped people to the Emergency Site Coordinator or Alternate who will notify the First Responders..

**Shelter-in-Place**

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "shelter-in-place," is a matter of survival. **An order to shelter-in-place would be given to your department via your Emergency Site Coordinator or the Alternate.**

If told to shelter in place:

* Stay in a building or other shelter until otherwise directed or the danger has subsided.
* If you are outdoors, go inside immediately.
* Close all windows and doors, and follow any other instructions that are issued.

**Fire Emergencies**

**SOUND THE ALARM**

* If you discover or suspect a fire, sound the building fire alarm.
* If there is no fire alarm in the building, warn other occupants by knocking on doors and shouting “fire” as you leave the building or use other prepared methods as outlined in this EAP.

**EXITING A ROOM**

* Before opening any door, feel the doorknob with the back of your hand. Do not open the door if it is hot.
* Brace yourself behind the door, crouch low, and open the door slightly if it is warm.
* Stay low if the area is smoky. If heat or heavy smoke is present, close the door and stay in your room.

**LEAVE THE BUILDING**

* Try to rescue others ONLY if you can do so safely.
* Shut your office doors behind you.
* Move away from the building and out of the way of the fire department.
* Go to your department’s designated assembly point.
* Don’t go back into the building until the fire department says it is safe to do so.

**CALL THE FIRE/POLICE DEPARTMENT**

* Dial 911 or use an “emergency” phone.
* Give as much information as possible to the 911 operator.

You may attempt to put out the fire if you have been trained in and are comfortable using a fire extinguisher. Otherwise, immediately evacuate. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard. Remember to close all doors.

Assist anyone who may be in danger, if you can do so without endangering yourself. Exit the building in a calm manner. After you have left the building go to your pre-designated assembly point and remain there. Remain outside the building, even if the alarm is silenced, until the fire department has given the “all clear”.

Maintain a safe distance from the building, about 50 feet, to allow ample room for emergency personel and equipment to access the building.

**If primary and alternate escape routes are blocked:**

* Go back to your room, close the door and call 911 to report your location.
* Seal the cracks around the door to prevent smoke from entering.
* Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight use it to signal at night.
* If smoke gets in your room, keep low and dampen a cloth with water, place it over your nose and breathe lightly through it.
* Stay calm. Do not jump from windows above the second floor. Rescue personnel have the proper equipment to get to you quickly.

**WEATHER EMERGENCIES**

Weather emergencies can pose serious threats to agency personnel. When severe weather occurs, NRCA will notify staff using the ONE CALL system.

Follow these recommendations if severe thunderstorms, threatening weather or tornadoes occur during the workday:

* If weather conditions appear threatening listen for an ALERT WARNING through commercial radio, weather radio or local television.
* If you are outside, move indoors as soon as possible.
* Move to an interior hallway or basement if time allows, or take shelter under a desk or heavy table and cover your head.
* Avoid upper floors, large glassed areas and windows.
* Stay out of parking areas.
* Stay away from electrical service panels and appliances, including computers.
* Use telephones for emergency calls only.
* During the fall and spring, severe weather emergencies such as tornados occur more frequently. Listening to a small battery-operated radio is a good way to stay informed of such conditions.
* Stay calm and alert.

After a severe storm:

* Report damage to landlords and to NRCA’s Administrative Offices at 633-5133 Use extreme caution when entering buildings. Watch for gas leaks, electrical system damage, and sewer and water line damage. Stay out of damaged buildings and return to your building only when authorities say it is safe.
* Stay away from downed power lines. Do not handle live electrical equipment in wet areas. Electrical equipment should be checked by an electrician and dried before being returned to service. Be sure the power is off before entering flooded basements if water is high enough to reach appliance motors or any electrical equipment. Leave an area immediately if you smell gas or vapors from chemicals.
* Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by calling 911. Do not move seriously injured persons unless they are in immediate danger.
* Do not make unnecessary telephone calls in order to leave lines open for emergency calls.
* Do not sightsee or spread rumors.

**Earthquakes**

While earth tremors do occur in eastern Virginia, it is extremely unusual for one to occur that is noticeable by building occupants, and even more rare for one to occur that is substantial in nature. If an earthquake does occur:

* Take cover immediately (under a desk, table or chair or against corridor walls).
* If you are outdoors keep away from buildings, poles or other structures that could overturn.
* Be alert for aftershocks.

**Minor Quake (Brief Rolling Motion)**

* Restore calm. Examine your area for damage
* Report damage/hazardous materials releases.
* Await instructions. Evacuations are unlikely.

**Major Quake (Violent Shaking)**

* Restore calm. Assist others.
* Report injuries to 911.
* Report damage to executive management.
* Evacuate carefully. Be alert for aftershocks.
* Take emergency supplies.
* Do not use elevators.
* Meet at your designated assembly point.
* Do not enter buildings until they are examined.
* Await instructions, be patient, help others.

**Hazardous Materials Emergency Procedure**

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warning and caution signs on the container’s label or manufacturer’s safety data sheet (MSDS). A Hazardous Materials Emergency exists when cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area or the spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility. Alert people in the immediate area of the spill and evacuate the room.

* Confine the hazard by closing doors as you leave the room.
* Use eyewash or safety showers as needed to rinse spilled chemicals off people.
* Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
* Notify the local authorities of the chemical, location and size of the spill by calling 911. Always call from a safe location. Be prepared to spell chemical names. Report the following information:
	+ Name and telephone number of the caller.
	+ Location of the spill, name and quantity of the chemical.
	+ Extent of injuries, if any.
	+ Environmental concerns, such as the location of storm drains and streams.

Procedures for laboratory personnel to handle chemical, biological or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas.

**Loss of Electric Power**

* Take actions to preserve human and animal safety and health. Take actions to preserve research.
* Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances.
* Keep refrigerators and freezers closed throughout the outage to help keep them cold.
* Call AEP Customer Service 800-956-4237 if a power failure occurs during normal hours. Evacuate the building if instructed by emergency personnel. Assist other building occupants to move to safe locations. Emergency lighting is provided in halls and stairways to ensure occupants can evacuate the building safely. Turn equipment off as you leave to prevent damage from a power surge.
* Do not use candles or open flame.

**Workplace Violence**

**Review and follow all crisis management procedures to prevent workplace violence. Every *New Employee Orientation manual* has this procedure and staff should familiarize themselves with the policy.**

If workplace violence occurs:

* Report the incident to the NRCA’s Administrative Office as soon as you can if they haven’t already been contacted.
* Secure the area where the disturbance occurred. The area may be considered to be a crime scene, so leave everything untouched until the police arrive.
* Make sure everyone’s okay and that there’s no potential for additional injury. Call for medical assistance if necessary.
* If business must continue, shift personnel as needed to cover essential work functions.
* Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact NRCA Director of Human Resources for guidance or assistance as needed.

**Bomb Threat Procedure**

During a call remain calm and try to obtain as much information as possible from the caller. Try to write down the caller's exact words. If possible, record important information such as:

* When is the bomb going to explode?
* Where is the bomb located right now?
* What does the bomb look like?
* What kind of bomb is it?
* What will cause the bomb to explode?
* Did you place the bomb?
* Why?
* What is your address?
* What is your name?

Also record the following information:

* Exact time the call is received.
* Information about caller including:
	+ Sex - Age – Accent
	+ Education - Location of caller - Background noises
	+ Caller's attitude - Speech impediments or traits

Immediately call 911. Provide the police with the context of the threat, telephone number on which it was received, your name, and telephone number where you can be reached. EVACUATE the building. Announce to other staff to “Pick up your belongings and exit the building now.” Take no other action unless directed to do so by the police.

Notify your immediate supervisor that you have received a bomb threat and have called the police.

**Suspicious Package Procedure**

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:

* Excessive postage.
* Misspellings of common words.
* Excessive weight.
* Rigid envelope.
* Foreign mail, air mail or special delivery.
* Hand written or poorly typed address.
* Restrictive markings such as confidential, personal, etc.
* Excessive securing - material such as masking tape, string, etc.
* Incorrect titles.
* Oily stains or discoloration.
* Visual distractions.
* Lopsided or uneven.
* Titles but no names.
* No return address.
* Protruding wires or tinfoil.

From a safe location notify 911.

* Move people away from the package.
* DO NOT move or open the package.
* DO NOT investigate too closely.
* DO NOT cover, insulate or place the package into a cabinet or drawer.

Attachment 3

 IDENTIFING EMPLOYEES NEEDING ASSISTANCE DURING AN EMERGENCY

Date:

To: All NRCA Employees at any NRCA Office

From: New River Community Action Safety Committee

Subject: Identifying Employees Needing Assistance During an Emergency

An essential component in a comprehensive emergency plan is identifying all employees who may need assistance during an emergency. The need for assistance may be permanent or temporary, such as when you are recovering from surgery or a broken leg. When completing this form, evaluate your situation thoroughly and honestly. You might not think you need assistance, but a heart condition, asthma or pregnancy can reduce your stamina to the point where you need assistance during an emergency. Or, your hearing loss might limit your ability to respond to an audio alarm or evacuation information.

Describe in detail the type of assistance you think you will need. **It is not necessary to give medical details**.

If you want colleagues to assist you, you can either select your own or choose from a list of volunteers the department has on file. If you choose your own, list their names and phone numbers. You should select a primary aide and a back-up as well. Make sure you select “emergency aides” who can handle their assigned tasks.

Please complete the attached form and return it to the Safety Committee through the Program Support Technician. Your building Emergency Site Coordinator will contact you to discuss your request.

This information will be kept confidential according to the Federal Privacy Act (P.L. 93-579). It will be used only to provide assistance during an emergency.

It is our goal to safely and efficiently protect every employee, client and visitor during an emergency and to preserve everyone’s personal dignity in the process.

It is our responsibility to provide a safe place for you to work. However, we cannot be held liable for your safety if you do not identify your need for assistance.

Thank you,

NRCA Safety Committee

Attachment

|  |  |
| --- | --- |
| NEW RIVER COMMUNITY ACTIONEMERGENCY EVACUATION INFORMATION | DATE: |
| Name: | Office Phone Number: |
| Building: | Room Number: |
| Supervisor: | Office Phone Number: |
| **Do you need assistance during an emergency?** (**Circle One**)  | YES NO |
| If yes, describe the type of assistance you anticipate needing. Please do not give medical details. |
| **Do you wish to choose your aides from a list of volunteers?** (**Circle One**)  | YES NO |
| If no, list the names and phone numbers of two coworkers you wish to assist you: |
| Name: | Phone No.: | Name: | Phone No.: |
| **Do you wish to be evacuated during drills or minor emergencies? (Circle One)** | YES NO |
| If you do not wish to be evacuated, go to an area of refuge during drills or minor emergencies. |
|  |
| The purpose of this form is to identify employees who need assistance during an emergency. The need may be permanent or temporary such when an employee is recovering from surgery or a broken leg. Some employees may not think they have a disability, but a heart condition, asthma or pregnancy can reduce stamina to the point of needing assistance when quickly moving down stairs. Or, a person’s hearing loss might limit the ability to respond to an evacuation alarm or verbal announcement.This information will be given to the Emergency Site Coordinator who will contact you to discuss your request and will notify other individuals that have assigned duties during an emergency. All information will be kept confidential pursuant to the Federal Privacy Act (P.L. 93-579).If you have any questions, please contact your Emergency Site Coordinator at: 745-2102**Please remember: Your department cannot be responsible for your safety if you do not identify your needs for assistance.** |

Please sign and return LAST PAGE to the Human Resources Manager upon receipt and review of NRCA Emergency Plan.

# EMPLOYEE CERTIFICATION

 I have received and read a copy of the New River Community Action, Inc. Emergency Plan

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EMPLOYEE'S NAME (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_