

Blarney Castle Oil Co.

C- Store Emergency Action Plan

Blarney Castle Oil Company is dedicated to the protection of its employees from emergencies such as tornadoes and fires. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies during regular 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.

Administrative Duties

Store Managers are responsible for administering the plan, and have overall responsibility for the plan. This responsibility includes the following:

- Maintaining the written Emergency Action Plan for regular and after hours emergencies.
- Notifying the proper rescue and law enforcement authorities and taking security measures to protect employees and the property.
- 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 fire extinguishers and the location of first aid equipment.
- Deciding which emergency response to initiate (evacuate or not).
- Ensuring that cash is secured during all emergency situations.
- Maintaining records as necessary.
- All emergencies/ evacuations must be reported to the corporate office via Director, or VP, of Retail Operations.

The EAP should be used if an emergency is apparent to threaten human health or property damage. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

Fire, Severe Weather, Fuel spill, Propane Leak, Natural Gas Leak

Contact your Area Manager regarding further information about duties under this written Emergency Action Plan.

If, after reading this plan, you find that improvements can be made, please contact your Area Manager. We encourage all suggestions because we are committed to the success of our Emergency Action Plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Alarms

Emergency telephone numbers shall be posted near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies.

The fire alarm system at this location can be activated by:

Emergency Reporting and Weather Monitoring Procedures

****In the event of an Emergency requiring evacuation***

In the event of a fire employees should call 911 immediately. The Area Manager should be called when it is safe to do so. Employees should report to _____ if the store is evacuated.

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

We monitor tornadoes by listening to the radio and observing severe weather signals.

If shelter is needed, Employees should report to _____. Secure all cash, if it is safe to do so.

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

- 1) Turn off essential equipment and secure cash if safe to do so.
- 2) All personnel should immediately exit the building using the nearest exit.
- 3) If the need to evacuate exists, the lead clerk/ manager/ or safety captain will inform the other employees, then exit the building themselves and lock the door.
- 4) Once you are out of the building, you are to go immediately to the designated meeting spot. Remain there so everyone can be accounted for. Under no circumstances are you to leave this area or re-enter the building until told to do so by the Area Manager and the fire department has given the ok.

Lead Clerks/ safety captains/ store managers must be aware of the locations of employees working on a particular day when an emergency occurs, as well as suppliers, customers, and other non-employees on the premises, when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. If an emergency incident expands, the EAP Administrator may send employees home by normal means or provide them with transportation to an offsite location.

Once each evacuated group of employees have reached the evacuation destination, each lead clerk/ safety captain/ store manager/ area manager:

- Takes roll of his or her group.
- Makes sure all persons are accounted for.
- Reports in with the Area Manager

Head count results should be given to the Fire Chief or firefighter, if requested.

Non-Evacuation Emergency Procedures

Responding to a tornado siren –

In the event of a tornado, the following procedures should be followed:

- 1) Employees should stay away from windows.
- 2) Employees should stay inside the building they are in.

Employees are not to leave the shelter or return to their regular duties until the “all clear” is given.

The Manager/ Area Manager will determine when it is safe for employees to leave their tornado shelter and return to work.

Rescue and First Aid

Rescue and first aid may be necessary during emergency situations. Circumstances calling for rescue and/or first aid include:

- 1) An employee trapped in a burning building.
- 2) An employee trapped in a damaged building.
- 3) A severe injury.
- 4) Severe health problems.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

Fuel Emergencies

In the event of a fire, tornado, or related emergency the emergency pump shut off should be pressed. This button is located: _____ . Contact your Area Manager if this is necessary.

Training

The Safety Captain will review with each of our employees at the following times, those parts of the Emergency Action Plan that employees must know to protect themselves in the event of an emergency:

- Initially when the plan is developed.
- Whenever a new employee is hired.
- Whenever an employee’s responsibilities or designated actions under the plan change.
- Whenever new equipment, materials, or processes are introduced into the workplace.
- Whenever the layout or design of the facility changes.
- Whenever the plan is changed.

We communicate the contents of this plan through a briefing delivered by the Safety Captain followed by a demonstration. This will include Emergency Evacuation Drills on a periodic basis.

After a drill, we judge the effectiveness of the plan and review any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. For example, they may discover doors that would not open; they may enter storage closets instead of exiting; they may get lost and confused or they may carry a suspicious package through the facility. These are the types of things the Plan Administrator needs to hear about after a drill. That way, they can be addressed before a real emergency occurs.