



## EMERGENCY ACTION PLAN

Prepared and produced

19

## **1. PURPOSE**

FAROF is committed to providing the safest possible environment for its staffs, volunteers, and assets. This emergency preparedness plan has been designed to Provides guidelines for responding to and managing a variety of emergency situation. The objectives of this plan are as follows:

- Preservation of life
- Minimize harm – physical, financial and reputational
- Reduce loss of assets and business
- Protect the community and the public
- Establish a clear framework by which to respond to incidents or emergencies
- Minimize disruption to the on-going operation of all FAROF’s offices.

## **2. SCOPE**

This policy applies to all employees of FAROF

## **3. DEFINITIONS**

**Emergency** – A sudden and usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, operations more widely. An emergency could cause the temporary evacuation of employees or the permanent displacement of employees and equipment from the affected site to a different operating location.

## **4. PROCEDURES**

### **4.1. GENERAL PREPARATIONS**

- The organization may halt all activities and/or close the office to ensure the safety of all persons in the event of dangerous situations.

- FAROF will review and evaluate this policy when operational changes occur or when the plan fails.
- The Organization will provide annual training for employees on basic first aid, and how to use a fire extinguisher and other safety equipment.
- A first-aid kit will be made available at the office, specifically kept at the Admin department. Fire extinguishers will be found at the office entrance.
- Employee may be paid or not paid during crisis situation, kindly refer to FAROF HR policy **section 6.2** for details

## **5. LEVELS OF OPERATION DURING AN EMERGENCY OR DISASTER**

### **5.1. Employee Attendance**

- a. Employees are expected to report to work as usual unless ill, on approved leave, or as otherwise directed by the organization.
- b. The organization may declare any employee to be an essential employee during an emergency or disaster to ensure that the Office continues to function effectively and efficiently. In addition, the organization may require any employee to report to work unless the employee is on approved sick/medical leave.
- c. Failure to report to work or to perform assigned duties as required may result in disciplinary action, up to and including termination from employment.
- d. The Organization may alter an employee's work schedule, work location, or allow working remotely as a means of precautionary measure to any form of epidemic or crisis situation.
- e. An employee who reports to work exhibiting symptoms of any sickness/infectious diseases may be sent home using the employee's accrued leave or leave-without pay if no leave is available. "An employee may be sent home on sick leave or other accrued leave immediately if there is objective evidence that he/she is ill or shows symptoms. If the employee does not have accrued leave, then the absence will be charged to leave-without-pay".

- f. An employee who has been absent from work due to an illness associated with an infectious disease or flu-like symptoms may be required to present documentation from a medical provider that he or she is medically cleared to return to work and the employee does not pose a health threat to the workplace.

## **5.2. FIRE EMERGENCIES**

### **PROCEDURE: the “RACE APPROACH”**

#### **R - Rescue anyone in immediate danger.**

**A - Alert** other staff members of the fire and location over the phone/intercom system. Pull the nearest fire **alarm**. The Person in Charge shall contact the fire department.

**C - Contain** the fire. Close all doors and windows adjacent to the fire. Close all fire doors. Shut off all fans, ventilators and air conditioners, as these will feed the fire and spread smoke throughout the building.

**E - Extinguish** if the fire is small. The extinguisher should be aimed low at the base of the fire, and move slowly upward with a sweeping motion.

- Never aim high at the middle or top of the flames as this will cause the fire to spread.
- If you cannot extinguish the fire, **evacuate** the building immediately.
- All employees should be familiar with the workplace evacuation routes and areas of safety within their buildings.
- If you become aware of a fire and it is small enough to safely put out, you can quickly and safely reach a fire extinguisher and you have been trained in using the fire extinguisher to put the fire out;
- If you are aware of a fire that cannot be safely extinguished, leave the area immediately and pull the nearest fire alarm to alert others in the building;
- Upon hearing the fire alarm, leave your workstation immediately and head to the nearest safe exit.

## **5.3. BREAK-IN/ROBBERY**

### **Procedures during a Robbery**

The Organization instructs you to turn over money or company property upon demand.

Follow the robber’s commands, but do not volunteer help.

Try to keep everyone calm during the robbery.

Try not to leave with the robber as a hostage.

Be observant and plan to be a good witness. Write notes after the fact.

### **Procedures after the Robbery**

Preparedness for a post-robbery situation can place the employee/lay person in a better position to provide information to police that will assist in capturing the robber and protecting employees from harm.

Do not chase or follow the robber.

Secure the doors so the robber cannot re-enter the office. Don't let anyone in except for emergency personnel.

Call the police immediately.

Care for injured people.

Try to note the robber's method of escape and direction of travel.

## **5.4. FIGHTING ON PROPERTY**

Physical fighting among employees will result in an investigation that may lead to termination of the person responsible for the assault.

## **5.5. ACTIVE SHOOTER/HOSTILE INTRUDER**

Active shooter/hostile intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter/hostile intruder situations are often over within minutes, before law enforcement arrives on the scene. The following actions is recommended in the event of an active shooter/hostile intruder incident

(In no specific order):

- **Run**

If a safe path is available, run. Always try and escape or evacuate even if others insist on staying. Encourage others to leave with you but don't let the indecision of others slow down your own effort to escape. Once you are out of the line of fire, try to prevent others from walking into the

danger zone and report to law enforcement agent. Provide detailed information, location, and description of active shooter/hostile intruder to responding law enforcement.

- **Hide**

If you can't get out safely, find a place to hide. When hiding, turn out lights, remember to lock doors and silence your ringer and vibration mode on your cell phone.

- **Fight**

As a last resort, working together or alone, act with aggression, use improvised weapons to disarm the shooter. Commit to taking the shooter down.

## **5.6. SUSPICIOUS ACTIVITY**

It is the responsibility of all employees to be on the lookout for any suspicious activities or behaviors. If any employee notices anything out of the ordinary they should notify their supervisors or law enforcement immediately.

Keep in mind the following with reporting suspicious activity:

- Activity (Describe exactly what they are doing)
- Location (Provide exact location)
- Size (The number of people, ages, gender, and physical descriptions of each individual involved)
- Time (Provide date, time, and duration of activity)
- Equipment (Describe vehicle, color, make, license plate, guns, camera, etc.)

## **5.7. TEMPORARY SUSPENSION OF OPERATIONS/ SERVICE DISRUPTIONS:**

In the event of an emergency serious enough to prevent the continuation of operations, the organization may make the decision to temporarily close down operations at all office locations. The decision to close offices will be relayed to FAROF staffs, volunteers and partners via the organization's emails, call for staff meetings, websites and social media handles.