

## I. Objective

- Comply with OSHA's Emergency Action Plan Standard (29 CFR 1910.38)
- Prepare employees for emergencies
- Minimize injury, loss of life, and property damage

## II. Assignment of Responsibility

- **Emergency Plan Manager:** Sam Nellins (responsible for plan maintenance, training records, emergency responder coordination)
- **Emergency Plan Coordinators:** Sam Nellins (primary) and Dariusz Wesolowski (responsible for implementing procedures in designated areas)
- **Management:** Provides resources and equipment, reviews plan regularly (Sam Nellins, Dariusz Wesolowski)
- **Supervisors:** Ensure employees are trained (Anna Sawicki)
- **Employees:** Follow plan procedures (Anna Sawicki)
- **Contractors:** Comply with plan and receive training (Sam Nellins, Dariusz Wesolowski, Anna Sawicki)

## III. Plan Implementation

### A. Reporting Emergencies

- Report emergencies to Sam Nellins (phone, walkie-talkie)
- Dariusz Wesolowski, Anna Sawicki authorized to contact emergency responders

### Emergency Equipment:

- AEDs
- Emergency Response Teams/EMTs
- First-aid kits
- Emergency vehicle
- Emergency profiles for participants and staff
- Emergency contact list

### Contacting Emergency Responders:

- **Fire:** Sam Nellins (973-960-3740)
- **Police/Sheriff:** Dariusz Wesolowski (201-606-5278)
- **Ambulance/EMS:** Anna Sawicki (551-655-2983)

### B. Informing Employees

- Sam Nellins informs staff and referees after an emergency is resolved.
- Dariusz Wesolowski provides instructions via public address system.

### **C. Evacuation Routes**

- Evacuation plans posted throughout facility (marked on map).
- Alarm or instructions trigger evacuation.
- Exit at nearest designated exits.
- Meet at designated parking lot assembly point.
- Mobility-impaired employees gather at designated parking lot area.

### **D. Advanced Medical Care**

- Only licensed staff provide advanced medical care (Sam Nellins, Anna Sawicki).

### **E. Severe Weather**

- Emergency Plan Manager announces severe weather alerts.
- All employees retreat to designated outdoor shelter until threat passes.

### **F. Weather Policy and Infrastructure Hazards**

- Follows facility procedures and has meteorology staff monitor weather.
- Air horns signal play suspension:
  - One long note: Immediate suspension (lightning)
  - Three consecutive notes: Normal suspension
  - Two short notes: Resume play
- Referees and staff direct players and guests to evacuation sites.
- Dariusz W. instructs personnel on evacuation if facility is unsafe.
- All occupants move to designated outdoor shelter.
- Sam N. monitors reports for further instructions.

## **IV. Training**

- All new employees receive Emergency Action Plan training.
- Additional training provided for changes, responsibility changes, and annual refreshers.
- Training covers:
  - Housekeeping
  - Fire extinguisher use
  - Threats, hazards, and protective actions
  - Emergency reporting
  - Emergency plan personnel
  - Individual responsibilities
  - Alarm systems
  - Escape routes and procedures
  - Emergency shutdown procedures
  - Accounting for personnel
  - Closing doors
  - Sheltering in place

- o Severe weather procedures
- o Emergency plan availability

### **Training Records**

- Sam Nellins documents all training and maintains records.

### **V. Plan Evaluation**

- Anna Sawicki reviews the plan annually or after worksite changes.