

**EMERGENCY PLAN**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Date Inspected \_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

Location of other buildings: \_\_\_\_\_

Contact: \_\_\_\_\_

\_\_\_\_\_

Insurance Company:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deductible: \$ \_\_\_\_\_

Agency: \_\_\_\_\_

Phone No. \_\_\_\_\_

Contact: \_\_\_\_\_

**BUILDING EQUIPMENT**

Size (SF): \_\_\_\_\_

Office: \_\_\_\_\_

Warehouse: \_\_\_\_\_

Levels: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

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**SPECIAL EQUIPMENT**

Office: \_\_\_\_\_

Warehouse: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

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# EMERGENCY TELEPHONE FLOW CHART

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Owner

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Area Code/Phone Number

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Name	Phone Number	Team Leader	-	Name	Phone Number	Team Leader
Name	Phone Number	Emergency Notifications		Name	Phone Number	Restoration Contractor
Name	Phone Number	Evacuations		Name	Phone Number	Utilities
Name	Phone Number	Security		Name	Phone Number	Directing Outside Agencies
Name	Phone Number	Public Relations		Name	Phone Number	Resident and Tenant Information
Name	Phone Number			Name	Phone Number	

**Major Systems and Access**

Heating \_\_\_\_\_  
Air Conditioning \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Etc. \_\_\_\_\_

**Boiler Room Information**

Manufacture \_\_\_\_\_  
Size \_\_\_\_\_  
Fuel \_\_\_\_\_  
Operators \_\_\_\_\_  
\_\_\_\_\_

**Underground Storage Tanks**

Age \_\_\_\_\_  
Capacity \_\_\_\_\_  
Location \_\_\_\_\_  
Upgraded (*Yes/No*) (*Date*) \_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY INFORMATION**

Police Department: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Paramedics: \_\_\_\_\_

Department of Environmental  
Protection and Energy: \_\_\_\_\_

Poison Control Center: \_\_\_\_\_

Security Services: \_\_\_\_\_

Hospitals: \_\_\_\_\_

Local Health Department: \_\_\_\_\_

Local Office of Emergency  
Management: \_\_\_\_\_

County Office of Emergency  
Management: \_\_\_\_\_

**DISASTER RESTORATION CONTRACTOR**

**Paul Davis Restoration**  
**(908) 490-1300**

Community Services (Red Cross,  
Salvation Army): \_\_\_\_\_

Designated Person for Public  
Relations: \_\_\_\_\_

**EMERGENCY INFORMATION**

Building Owner:

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Management: Company Onsite:

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Management Company Offsite:

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Utility Companies:

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Fuel Oil Dealer:

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Phone Company:

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Plumbers:

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Elevator Contractor:

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Locksmith:

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Equipment Rental Company:

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Nearby Hotel/Motel:

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Manager of Nearby Building w/  
Vacant Space:

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Local Real Estate Agents:

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## LIST OF HAZARDOUS SUBSTANCES

**Substance**

**Location**

1. Acetone

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2. Isopropyl Alcohol

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3. Ammonia

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4. Chlorine Bleach

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5. Butane

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6. Lighter Fluid

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7. Peroxide

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8. Pesticide

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9. Lye

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10. Vinegar

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11. Degreaser

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**Property Description:**

Size \_\_\_\_\_  
Square Feet \_\_\_\_\_  
Levels \_\_\_\_\_  
Offices \_\_\_\_\_  
Etc. \_\_\_\_\_

**List of Safety Features and Locations**

Alarms \_\_\_\_\_  
Sprinklers \_\_\_\_\_  
Air Supply \_\_\_\_\_  
Generators \_\_\_\_\_  
Fire Hoses/  
Extinguishers \_\_\_\_\_  
Fire Escapes \_\_\_\_\_  
Electrical Panel \_\_\_\_\_  
Voltage Current \_\_\_\_\_  
Ect. \_\_\_\_\_

**Floor Plans and Blue Prints--"A Built Drawings"**

Special Equipment

- 1.Computers \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **SAMPLE DRIVER SAFETY RULES**

Please review the Driver Safety Rules which are listed below, select those rules which apply to your fleet operation and add other rules which you feel should be included.

Your finalized list of Driver Safety Rules should be signed by top management, the rules should be explained to all drivers, a copy issued to each driver, and the driver should sign a receipt that he has received a copy.

It should also be emphasized that all rules will be strictly enforced and that violations will result in disciplinary action with termination resulting from repeated violations.

1. Company Policy  
It is the policy of this company to endorse and comply with all applicable state and federal motor vehicle laws, including the DOT Motor Carrier Safety regulations.
2. Authorized Driver List  
Only authorized and licensed employees, with an acceptable MVR (Motor Vehicle Record meeting your standards) may operate company vehicles.
3. Use of Vehicles  
Vehicles are for use on official company business only and personal or private use is not permitted.
4. Passengers  
Unauthorized riders including hitch-hikers are not permitted in company vehicles as passengers.
5. Reporting of Accidents  
All accidents resulting in personal injury or property damage or where a police report is completed, must be reported to your supervisor as soon as possible.
6. Status Change in License  
Any driver whose license is suspended or revoked shall notify his supervisor immediately and discontinue use of the vehicle.
7. Moving Violations  
Drivers must report to their supervisor all summons received for moving violations during operation of a company vehicle.
8. Vehicle Safety Equipment  
No driver is allowed or required to operate a vehicle which has defective safety equipment or inoperative components or equipment needed for safe operation of the vehicle.
9. Hours of Operation  
No driver will be allowed or required to operate a motor vehicle for a period of time in hours beyond that which is permitted by state or federal motor vehicle laws.
10. Vehicle Condition Report  
Each driver is responsible to determine that his vehicle is in safe operating condition. Each vehicle should be inspected daily and a written report of all defects found should be reported for follow-up and repair.

11. Security of Vehicle  
All drivers are responsible for vehicle and cargo security when a truck is left unattended. The vehicle should be legally parked, engine off, key out of switch, windows closed, and doors locked. The steering should be turned into the curb for down-hill parking and away from the curb for uphill stops.
  
12. Use of Safety Belts  
All drivers and passengers are required to wear safety belts at all times that the vehicle is in operation.
  
13. Backing Up Procedures  
Before backing a vehicle, all drivers are required to physically walk behind their vehicle to check the clearances and that the area is free of hazards. The following precautions should be observed:
  - a. Avoid backing-up situations where possible
  - b. If possible, obtain assistance to help guide you backing
  - c. Back up as slowly as possible
  - d. Back only as far as necessary
  - e. Keep checking your side and rear clearances as you back up