



Emergency Action Plan Template

9 Feb 2023 / Mary O'Martha / Pready Enterprises Inc.

Complete

Flagged items	3	Actions	2
Site conducted	Unanswered		
Facility Name	Pready Enterprises Inc.		
Facility Address	3705 Masonic Drive, West Yellowstone MT 59758		
Prepared by	Mary O'Martha		
Date prepared	09.02.2023 10:43 PST		

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Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

Emergency Action Plan / EMERGENCY REPORTING AND EVACUATION PROCEDURES / SEVERE WEATHER AND NATURAL DISASTERS / HURRICANE / Once a hurricane watch has been issued

Continue to monitor local TV and radio stations for instructions.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 16.02.2023 10:48 PST | Created by SafetyCulture Staff

Develop and implement emergency procedures for extended power loss

Emergency Action Plan / EMERGENCY REPORTING AND EVACUATION PROCEDURES / CRITICAL OPERATIONS

In case the emergency situation will not permit any of the personnel to remain at the facility, the designated responsible official should notify the appropriate offices to initiate backups.

Fail

Emergency Action Plan / TRAINING

Personnel have been trained to ensure a safe and orderly emergency evacuation of other employees.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 16.02.2023 10:51 PST | Created by SafetyCulture Staff

Refresher training for emergency evacuation

Other actions

0 actions

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Designated Responsible Official

Name Mary O'Martha

Contact Number 2844739460

Emergency Coordinator

Name Bethany Keller

Contact Number 1749375930

Are area/floor monitors applicable? Yes

Monitor

Monitor 1

Area/Floor 3

Name John Thornton

Contact Number 1639562956

Monitor 2

Area/Floor 5

Name Joyce White

Contact Number 1628463057

Are assistants to physically challenged applicable? No

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Select type(s) of emergency to be reported by site personnel Severe Weather

SEVERE WEATHER AND NATURAL DISASTERS

Select type(s) of severe weather or natural disaster Hurricane

HURRICANE

1 flagged, 1 action

When?

A hurricane watch has been issued

Once a hurricane watch has been issued

1 flagged, 1 action

Stay calm and await instructions from the designated responsible official or the emergency coordinator.

Pass

Moor any boats securely, or move to a safe place if time allows.

Pass

Continue to monitor local TV and radio stations for instructions.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 16.02.2023 10:48 PST | Created by S afetyCulture Staff

Develop and implement emergency procedures for extended power loss

Move early out of low-lying areas or from the coast, at the request of officials.

Pass



Photo 1

Collect drinking water in appropriate containers.

Pass

If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.

N/A

Is there personnel necessary to remain at their work areas to perform critical operations?

Yes

CRITICAL OPERATIONS

1 flagged

Specially Assigned Personnel

Specially Assigned Personnel 1

Work Area

Control Room

Name

Charlotte Spencer

Job Title

Control Room Operator

Description of Assignment

monitor all of the operations of the building to ensure that everything is working properly and control the creation and flow of electricity

Remain on the site upon the permission of the site designated responsible official or emergency coordinator.

Pass

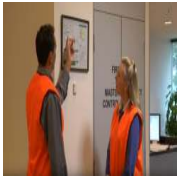


Photo 2

In case the emergency situation will not permit any of the personnel to remain at the facility, the designated responsible official should notify the appropriate offices to initiate backups.

Fail

TRAINING

1 flagged, 1 action

Personnel have been trained to ensure a safe and orderly emergency evacuation of other employees.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 16.02.2023 10:51 PST | Created by SafetyCulture Staff

Refresher training for emergency evacuation

EMERGENCY PHONE NUMBERS

Fire Department	0679573847
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Paramedics	8594637956
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Ambulance	2536475945
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Police	2746637485
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Federal Protective Service	9273649369
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Security (if applicable)

Building Manager (if applicable)

UTILITY COMPANY EMERGENCY CONTACTS

Electric

Name of the Company	Ogden Power Co.
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Phone Number

0283749370

Point of Contact

Bernardo Rivera

Water

Name of the Company

Lakewood Waterways

Phone Number

0273648469

Point of Contact

Rochelle Park

Telephone

Name of the Company

Connectr Telecommunications

Phone Number

0284638363

Point of Contact

Lowes Worthington

SIGN OFF

Additional Observations

We need to use iAuditor to get ahead of any workplace emergency, do more emergency drills and cultivate an ever-ready mindset among employees

Designated Responsible Official Name & Signature



Mary O'Martha
09.02.2023 10:54 PST

Emergency Coordinator Name & Signature



Bethany Keller
09.02.2023 10:54 PST

Media summary



Photo 1



Photo 2