



17 Feb 2020 / Mary O'Martha / Pready Enterprises Inc.

Emergency Action Plan Template

Complete

Failed items	Created actions
2	2
Facility Name Pready Enterprises Inc.	
Facility Address 3705 Masonic Drive, West Yellowstone MT 59758	
Prepared by Mary O'Martha	
Date prepared 📅 17th Feb, 2020 ⌚ 6:30 PM +08	

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Failed items

2 Failed

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

– Actions

To Do Develop and implement emergency procedures for extended power loss

Emergency Action Plan / TRAINING

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

Fail

– Actions

To Do Refresher training for emergency evacuation

Actions

2 Actions

SafetyCulture Staff created a High priority action for Shine Colcol


To Do  24th Feb, 2020 6:53 PM +08

Develop and implement emergency procedures for extended power loss

Continue to monitor local TV and radio stations for instructions.

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

SafetyCulture Staff created a High priority action for Juhlian Pimping

To Do  24th Feb, 2020 6:56 PM +08

Refresher training for emergency evacuation

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

Emergency Action Plan / TRAINING

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
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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
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EMERGENCY REPORTING AND EVACUATION PROCEDURES

Select type(s) of emergency to be reported by site personnel	Severe Weather
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SEVERE WEATHER AND NATURAL DISASTERS

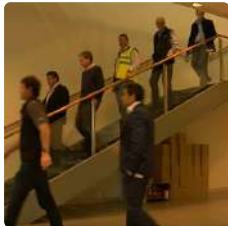
Select type(s) of severe weather or natural disaster	Hurricane
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HURRICANE

When?	A hurricane watch has been issued
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Once a hurricane watch has been issued

1 Failed 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
<p>– Actions</p> <hr/> <p>To Do Develop and implement emergency procedures for extended power loss</p>	
Move early out of low-lying areas or from the coast, at the request of officials.	Pass
<p>– Photos</p>  <p>Photo 1</p>	
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

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.	Yes
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– Photos




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.	No
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TRAINING

1 Failed 1 Action

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

To Do Refresher training for emergency evacuation

EMERGENCY PHONE NUMBERS

Fire Department 0679573847
Paramedics 8594637956
Ambulance 2536475945
Police 2746637485
Federal Protective Service 9273649369

Security (if applicable) Unanswered
Building Manager (if applicable) Unanswered

UTILITY COMPANY EMERGENCY CONTACTS

Electric

Name of the Company Ogden Power Co.
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	Yes
<p>– Notes</p> <p>We need to use iAuditor to get ahead of any workplace emergency, do more emergency drills and cultivate an ever-ready mindset among employees</p>	

Designated Responsible Official Name & Signature



Mary O'Martha

17th Feb, 2020 7:15 PM +08

Emergency Coordinator Name & Signature



Bethany Keller

17th Feb, 2020 7:16 PM +08

Media summary

2 Photos



Photo 1



Photo 2