



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			9 Feb 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 Feb 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 Feb 2023 10:51 PST | Created by: SafetyCulture Staff

Refresher training for emergency evacuation

Other actions

0 actions

Emergency Action Plan		3 flagged, 2 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 Feb 2023 10:48 PST Created by: SafetyCulture 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.  Photo 1	Pass
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 Feb 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
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Point of Contact	Bernardo Rivera
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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
9 Feb 2023 10:54 PST

Emergency Coordinator Name & Signature



Bethany Keller
9 Feb 2023 10:54 PST

Media summary



Photo 1



Photo 2