



National Elevator Industry, Inc.

1677 County Route 64 • P.O. Box 838 • Salem, New York 12865-0838 • 518.854.3100 Fax: 518-854-3257

WWW.NEII.ORG • E-Mail: info@neii.org

GUIDELINES FOR EMERGENCY PREPAREDNESS PLAN

Every elevator company should prepare, implement and communicate to their employees an Emergency Preparedness Plan. At a minimum, the following issues should be considered in preparing an Emergency Preparedness Plan.

- Maintain a listing at the local office of all employees assigned to the local office, their addresses, phone numbers and any other contact information. The list should include all personnel, management and non-management.
- Maintain a listing of emergency response agencies in the area and their phone numbers.
 - Insure proper authorities are contacted in the event of any potential emergency.
- Periodically update these lists and communicate to all personnel.
- Document plans for personnel to follow under different scenarios such as:
 - pandemic,
 - terror threats,
 - bio-hazard;
 - snowstorms
 - earthquakes
 - tornados,
 - hurricanes,
- Establish primary and secondary meeting locations.
- Advise employees to stay in designated areas until advised by authorities that it is safe to venture out.
- Advise employees to avoid hazardous conditions until hazard has been abated i.e.: flooded machine rooms; weakened structures; fall hazards; electrical hazards; etc.
- Advise employees not to re-enter buildings until an “all clear” is given.
- Advise employees not to participate in rescue operations unless properly trained and instructed otherwise by supervisor.
- Put statement in plan that it is important for employees to make contact with company office as soon as possible and that company will attempt to reach those who have not checked in.

GUIDELINES FOR EMERGENCY PREPAREDNESS PLAN
PAGE 2 OF 2

- Provide information to employees (and instruct them to keep it with them) that contains:
 - Emergency instructions;
 - Primary and secondary meeting locations; and
 - Contact numbers for office, supervisors, and managers.
- Provide instructions for office personnel detailing their responsibilities during an emergency.
- Establish communications protocol for office personnel.
- Include in plan for nearby branches to assist if the local office is unusable.
- Plan should include procedures to follow when faced with;
 - Bomb threats;
 - Adverse weather (floods, hurricanes, snow, etc.);
 - Fire;
 - Bio-hazards (anthrax, etc.); and
 - Other man made and/or natural disasters.
- Require periodic training of employees to recognize potential hazards and implementation of procedures specified to the company Emergency Preparedness Plan.
- Require periodic review, testing and updating of plan.

Approved: March 20, 2002
Revised: September 12, 2007
Reaffirmed: October 6, 2009

NEII Safety Committee

h:\wpdocs\neii\position papers\emergency preparedness.doc