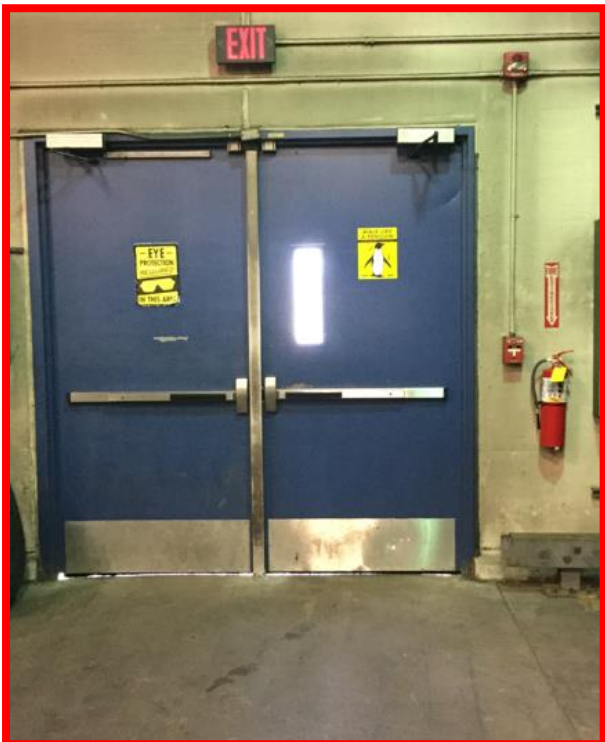
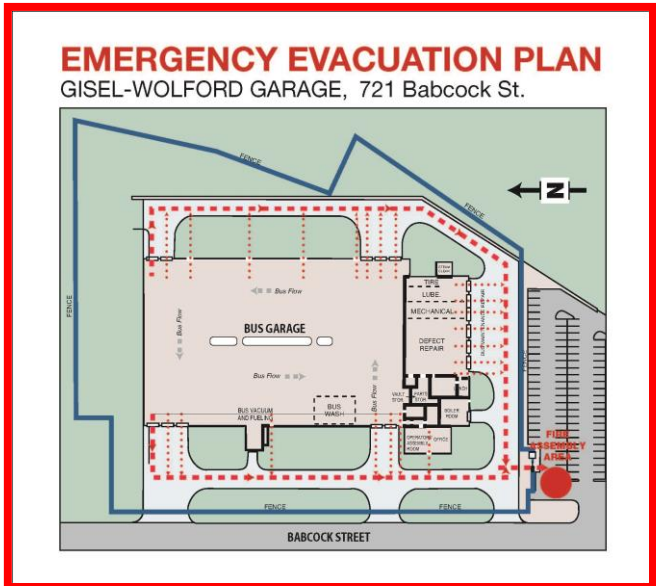


Safety Bulletin		Department HSEQ	Safety Bulletin Number 2019-0601
Subject Emergency Action Plans		Issuing Authority SAFETY	
Hazard Risk Assessment NA	Pages 1	New <input checked="" type="checkbox"/> Amend <input type="checkbox"/> Rescind <input type="checkbox"/> Date Issued: 19-06-10	

Subject Overview: The NFTA has developed emergency action plans for each facility as required by the Occupational Safety & Health Administration (OSHA) and New York State Public Employee Safety & Health (PESH). In order to be prepared for an evacuation at your location, familiarize yourself with your site's evacuation route, which can be found on the wall of all facilities (example on right). Keep in mind that facility evacuation drills may be periodically performed to ensure that all employees understand their facility's evacuation plan.

In the event of a fire emergency/evacuation:

- If a fire is discovered, employee identifying shall pull the fire alarm and proceed to the designated rally point.
- All employees, contractors, and visitors should leave their work areas in a calm, orderly fashion and proceed to the nearest exit. Any employee working with contractors or visitors shall be responsible for their safe evacuation.
- For locations with more than one floor, use the emergency stairwell. Do not use elevators.
- All evacuating parties must go directly to their location's designated rally points (refer to wall postings for guidance). If greater distance is necessary for safety, employees are allowed move as appropriate.



- All employees must report for attendance to their immediate supervisor/department manager and remain at the rally points until released by emergency coordinators (MTC staff will also have assigned wardens for each floor to ensure the safety of all parties).
- Emergency coordinators will verify head count and immediately notify emergency personnel should a party not be accounted for.
- No employee, visitor, or contractor may re-enter the building until being instructed to do so by emergency coordinators.

Emergency exits routes shall be kept clear at all times. Any emergency exits with escape-impairing conditions (blocked, locked, inoperable, etc.) shall be cleared or corrected immediately.

← On top of their game: Cold Spring Garage has their exit, fire extinguisher, and fire pull accessible and ready if needed.