SITE survey. APP

SITE SURVEY REPORT

Emergency Action Plan

Prepared for	Riverbend Industrial Partners LLC
Date	14 Oct 2026
Site	Riverbend distribution center, Memphis
Prepared by	T. Okonkwo

FORM

Emergency Action Plan

1. Workplace and plan

Project	Riverbend distribution center, Memphis: emergency action plan (completed example)
Workplace address	4820 Riverbend Commerce Drive, Memphis, TN 38118
Owner or landlord	Riverbend Industrial Partners LLC
Location (GPS)	35.0412, -89.9268
Plan date	14 Oct 2026
Plan prepared by	T. Okonkwo
Employer	Delta Crossing Logistics Inc.
Type of workplace	Warehouse or distribution center
Building	Single-story tilt-up warehouse, about 400,000 sq ft, with a two-story office block at the southwest corner. High-bay racking in aisles 1 to 20, 36 dock doors on the east side, battery charging room, one cold storage room. Sole tenant. Open 5 am to midnight, Monday to Saturday.
Employees covered by this plan	164
Most people in the building at once (staff, visitors, contractors)	140
Shifts and hours	Two shifts: 5 am to 1:30 pm and 3:30 pm to midnight, Monday to Saturday.
Plan revision	Rev 2, after the 8 Oct drill
Other employers or tenants in the building, and how plans are shared	None. Agency staff from Harborline Staffing work both shifts and follow this plan; their supervisor gets a copy.

What this plan is for. Where an OSHA standard in 29 CFR part 1910 requires an emergency action plan, 1910.38 sets the minimum: how to report a fire or other emergency; evacuation procedures, including the type of evacuation and exit route assignments; procedures for anyone who stays to run critical operations before they leave; how everyone is accounted for; procedures for those with rescue or medical duties; and the name or job title of whoever employees can ask about the plan. The plan is in writing, kept in the workplace and available to employees; an employer with 10 or fewer employees may communicate it orally. Filling in this plan does not make anyone compliant; briefing and practising it does the work.

In Great Britain, the Management of Health and Safety at Work Regulations 1999 regulation 8 asks every employer to set up procedures for serious and imminent danger, nominate enough competent people to carry out evacuation, and let people stop work and go straight to a place of safety; regulation 9 asks for the necessary contacts with external services, particularly first aid, emergency medical care and rescue. For fire in a building in Great Britain, use the fire evacuation plan form as well.

Location to give the emergency dispatcher	4820 Riverbend Commerce Drive, Memphis. Main lobby entrance on the south side, truck gate on Tchulahoma side for fire apparatus.

Photo of the building and main entrance



2. Reporting an emergency and the alarm

> The plan sets out how to report a fire or other emergency (1910.38(c)(1)). Explain the preferred way to every employee, and where phones are used to report, post the emergency numbers near phones, on notice boards and in other places people will see them (1910.165(b)(4)).

How anyone reports a fire or other emergency	Pull the nearest fire alarm pull station, or call the shift lead on radio channel 1. Anyone who sees a fire or a serious injury calls 911 first, then the shift lead. The shift lead tells the guard house to open the truck gate.
Emergency number to call	911
Where emergency numbers are posted	Next to every phone, the break room notice board, the guard house and the shipping office.

Photo of the posted emergency information



The employer has and maintains an employee alarm system with a distinctive signal for each purpose (1910.38(d)). The alarm is perceived above the ambient noise or light level by everyone in the affected areas; tactile devices may be used for people who would not otherwise recognise it (1910.165(b)(2)). Manual pull stations or other actuation devices are unobstructed, conspicuous and easy to reach (1910.165(e)).

How the alarm is raised	Building fire alarm (pull stations and sounders), Strobes or visual alarms, Public address, Two-way radio call

Signals and what they mean 1: Evacuate the building

Meaning	Evacuate the building
Signal	Fire alarm sounders and strobes, and "evacuate the building" on the PA and radio channel 1.

Signals and what they mean 2: Shelter in place

Meaning	Shelter in place
Signal	Three short PA tones then "tornado warning, go to your shelter area" on the PA and channel 1.

Signals and what they mean 3: All clear

Meaning	All clear
Signal	"All clear" on the PA and channel 1, only from the emergency coordinator.
Alarm heard or seen in every area, including noisy areas, cold rooms, restrooms and break rooms	Ready
Alarm system type	Supervised (monitored for faults)

Alarm last tested	16 Sep 2026

3. Plan contact and emergency contacts

> The plan names, by name or job title, every person employees can contact for more information about the plan or their duties under it (1910.38(c)(6)). In Great Britain, arrange the necessary contacts with external services, particularly first aid, emergency medical care and rescue (MHSWR 1999 reg 9).

Who to ask about this plan (name or job title)	EHS manager (T. Okonkwo)
Phone or extension	(901) 555-0142, ext. 214

Emergency contacts 1: Emergency coordinator

Role	Emergency coordinator
Name, job title or organization	Operations manager on duty (first shift R. Castellanos, second shift D. Whitfield)
Phone	(901) 555-0140
When available	5 am to midnight

Emergency contacts 2: Security

Role	Security
Name, job title or organization	Guard house, Riverbend Security Services
Phone	(901) 555-0149
When available	24 hours

Emergency contacts 3: Facilities or building manager

Role	Facilities or building manager
Name, job title or organization	J. Prewitt, facilities supervisor
Phone	(901) 555-0145
When available	Weekdays 6 am to 3 pm, on call after hours

Emergency contacts 4: Gas utility emergency line

Role	Gas utility emergency line
Name, job title or organization	Gas utility 24-hour emergency line
Phone	(901) 555-0190

When available	24 hours
Contacts listed	4

4. Floors, exits and assembly points

The plan sets the evacuation procedures, including the type of evacuation and exit route assignments (1910.38(c)(2)). Add each floor or area with its exits and assigned route, then the assembly points.

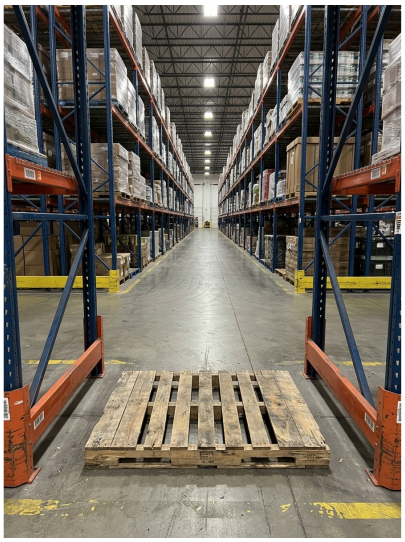
Types of evacuation used	Full building evacuation, Shelter in place (for example tornado or chemical release outside), Lockdown (for example active threat)

Floors and areas 1: High-bay storage, aisles 1 to 20

Floor or area	High-bay storage, aisles 1 to 20
Use	Warehouse or storage
People usually in this area	45
Warden or sweeper for this area	Inventory lead each shift
Exits from this area	Doors E3 and E4 on the north wall at the ends of the cross aisle, Door W2 on the west wall.
Assigned exit route and assembly point	Follow the green floor arrows along the main cross aisle to the nearest of Doors E3 or E4, then the north walkway to assembly point A.
Alternate route if the first is blocked	Back along the cross aisle to Door W2, then assembly point A by the west walkway.
Main exit location (GPS)	35.0421, -89.9264
Exits and the route to them clear of stock, pallets, furniture and stored items	Action needed
What needs doing, or why not checked	At the 8 Oct drill the cross aisle by aisle 17 was partly blocked by empty pallets waiting for collection, and pickers had to go round. Pallets moved the same day. Mark a no-storage zone on the floor and add it to the end-of-shift walk.
Exit doors open easily from the inside without a key or special knowledge	Acceptable
Exit signs and route signs in place and visible	Acceptable
Route lit, including emergency lighting where fitted	Acceptable
Fire alarm pull stations and extinguishers on the route unobstructed	Acceptable
This area: checks needing action	1

Not checked	0

Photos of the exits and route



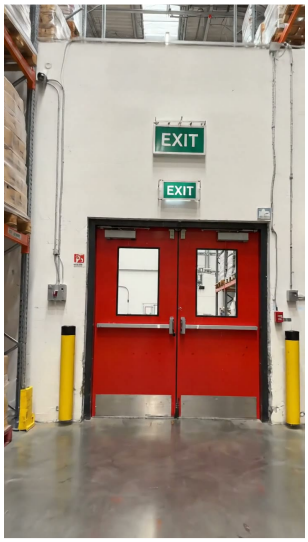


Floors and areas 2: Receiving and shipping docks

Floor or area	Receiving and shipping docks
Use	Dock or yard
People usually in this area	60
Warden or sweeper for this area	Dock lead, receiving and shipping
Exits from this area	Doors D1 and D2 at the north and south ends of the dock, man doors beside dock doors 1 and 36.
Assigned exit route and assembly point	Nearest of Doors D1 or D2, then the east walkway to assembly point A. Nobody leaves through a trailer or across the truck court.
Alternate route if the first is blocked	Through the battery room corridor to Door W2.
Main exit location (GPS)	35.0409, -89.9251
Exits and the route to them clear of stock, pallets, furniture and stored items	Acceptable
Exit doors open easily from the inside without a key or special knowledge	Acceptable
Exit signs and route signs in place and visible	Acceptable
Route lit, including emergency lighting where fitted	Acceptable
Fire alarm pull stations and extinguishers on the route unobstructed	Acceptable

This area: checks needing action	0
Not checked	0

Photos of the exits and route



Floors and areas 3: Office block, floors 1 and 2

Floor or area	Office block, floors 1 and 2
Use	Offices
People usually in this area	28
Warden or sweeper for this area	HR coordinator (floor 2), receptionist (floor 1)
Exits from this area	Main lobby doors, the office stair to the side door S1.
Assigned exit route and assembly point	Floor 2 down the office stair and out of Door S1. Floor 1 out through the lobby. Both to assembly point B.
Alternate route if the first is blocked	Through the warehouse door at the end of the floor 1 corridor to Door W2, then assembly point A.
Main exit location (GPS)	35.0403, -89.9283
Exits and the route to them clear of stock, pallets, furniture and stored items	Acceptable
Exit doors open easily from the inside without a key or special knowledge	Acceptable
Exit signs and route signs in place and visible	Acceptable
Route lit, including emergency lighting where fitted	Acceptable

Fire alarm pull stations and extinguishers on the route unobstructed	Acceptable
This area: checks needing action	0
Not checked	0
Areas	3
Route checks needing action	1
Not checked	0

Assembly points 1: Assembly point A, north employee parking lot

Assembly point	Assembly point A, north employee parking lot
Type	Primary
Location (GPS)	35.0430, -89.9262
How to find it	Far row of the north lot by the light pole with the green assembly point sign. Warehouse and dock staff.
People it can hold	150
Who takes the count here	Shift lead with the roster
Signed, clear of traffic and emergency vehicle routes, a safe distance from the building	Ready

Photo of the assembly point and its sign



Assembly points 2: Assembly point B, south visitor parking

Assembly point	Assembly point B, south visitor parking

Type	Alternate
Location (GPS)	35.0396, -89.9285
How to find it	Grass island at the end of the visitor lot, signed. Office staff and visitors.
People it can hold	60
Who takes the count here	Receptionist with the visitor log
Signed, clear of traffic and emergency vehicle routes, a safe distance from the building	Ready

Assembly points 3: Tornado shelter: office block restrooms and floor 1 corridor

Assembly point	Tornado shelter: office block restrooms and floor 1 corridor
Type	Shelter-in-place area (inside)
How to find it	Interior restrooms and corridor on floor 1 of the office block, chosen with the landlord's engineer. Warehouse staff walk there along the west aisle.
People it can hold	170
Who takes the count here	Operations manager on duty
Signed, clear of traffic and emergency vehicle routes, a safe distance from the building	Ready
Assembly points	3
Assembly points needing action	0

5. Critical operations, wardens and accounting for everyone

> The plan sets procedures for employees who remain to operate critical plant operations before they evacuate (1910.38(c)(3)).

Does anyone stay behind to shut down or run critical operations?	Yes

Critical operations 1: Battery charging room

Operation	Battery charging room
Who does it (name or job title)	Maintenance technician on shift
What they do before leaving	Press the charger emergency stop by the door on the way out. Do not stay to unplug individual chargers.
When they must leave regardless	Straight away if there is smoke in the room.

Critical operations 2: Conveyor and sortation system

Operation	Conveyor and sortation system
Who does it (name or job title)	Shipping lead
What they do before leaving	Hit the master stop at the shipping office panel, then leave by Door D2.
When they must leave regardless	If the panel cannot be reached in a few seconds, leave without stopping it.

> Designate and train employees to help with a safe and orderly evacuation of others (1910.38(e)). In Great Britain, nominate enough competent people to carry out the evacuation procedures (MHSWR 1999 reg 8(1)(b)).

Evacuation wardens and sweepers	One warden per area each shift (see the areas above), plus two sweepers who check restrooms, the break room and cold storage before leaving.
When the wardens were trained	12 Sep 2026, both shifts

People who need help to evacuate 1: Employee A, office floor 2

Reference	Employee A, office floor 2
Usual area	Office floor 2, finance
Help needed to evacuate	Uses a wheelchair. Waits at the office stair landing with a buddy while the second buddy tells the coordinator, who tells the fire department.
Who helps (name or job title)	Two finance team buddies
Arrangement	Arranged and practised

People who need help to evacuate 2: Employee B, receiving

Reference	Employee B, receiving
Usual area	Receiving dock
Help needed to evacuate	Deaf. Strobes cover the dock, and the dock lead taps and signals as well.
Who helps (name or job title)	Dock lead, receiving
Arrangement	Arranged and practised
People listed	2
Help not yet arranged	0

> The plan sets procedures to account for all employees after evacuation (1910.38(c)(4)).

How people are accounted for	Shift roster or headcount by supervisor

Who takes the count and reports to the coordinator	Each shift lead counts their crew against the roster and radios the coordinator.
How visitors, drivers and contractors are accounted for	Visitors and drivers sign in at the guard house or reception; the receptionist and guard bring both logs to the assembly points.
If someone is missing	Tell the coordinator, who tells the fire department the person's last known area. Nobody goes back in to search.
Who decides it is safe to go back in	Only the fire department, or the coordinator after the all clear when the fire department has not been called.

6. Emergencies covered

Emergencies this plan covers	Fire, Medical emergency, Severe weather or tornado (shelter in place), Active threat or armed intruder, Chemical or hazardous material release, Utility failure or gas leak (power, gas, water)
Fire: what to do	Pull the alarm, leave by your area's route, call 911. Coordinator sends the guard to open the truck gate and meets the fire department at the lobby.
Fire: who leads	Operations manager on duty
Medical emergency: what to do	Call 911 and radio "medical" with the location on channel 1. A first aider attends with the nearest AED. The guard meets the ambulance at the main gate.
Medical emergency: who leads	First aider on shift
Severe weather or tornado (shelter in place): what to do	On a tornado warning, PA and radio call to shelter. Everyone goes to the office block restrooms and floor 1 corridor. Coordinator watches the weather radio and gives the all clear.
Severe weather or tornado (shelter in place): who leads	Operations manager on duty
Shelter areas on each floor	Office block floor 1 restrooms and corridor
Active threat or armed intruder: what to do	Coordinator calls a lockdown on the PA and radio and calls 911. Staff follow the active threat procedure in the security plan.
Active threat or armed intruder: who leads	Operations manager on duty with the security supervisor
Chemical or hazardous material release: what to do	For a battery acid spill, clear the area and use the spill kit if trained. For a release outside, shelter in place with doors shut and the HVAC off.
Chemical or hazardous material release: who leads	Maintenance technician on shift
Utility failure or gas leak (power, gas, water): what to do	Power cut: stop lift trucks where they are, emergency lighting comes on, wait for instructions. Smell of gas: leave, do not use switches or radios near it, call 911 and the gas utility from outside.
Utility failure or gas leak (power, gas, water): who leads	Facilities supervisor or operations manager on duty

Emergencies covered	6

7. Rescue and medical duties

> The plan sets procedures for employees performing rescue or medical duties (1910.38(c)(5)). In Great Britain, arrange contacts with external services for first aid, emergency medical care and rescue (MHSWR 1999 reg 9).

First aid and CPR trained people	Eight first aid and CPR trained staff, at least three per shift (list on the break room board).
Rescue or medical duties and who performs them	First aiders give first aid and use the AED. Nobody enters the battery room or cold storage to rescue during a release or fire; the fire department does any rescue.
Who meets the fire department or ambulance, and where	Guard on duty, at the main gate on Riverbend Commerce Drive
Nearest hospital emergency department	Southgate Community Hospital emergency department, about 4 miles north

First aid, AED and emergency equipment 1: AED (defibrillator)

What	AED (defibrillator)
Where	Main lobby, beside reception
Last checked	6 Oct 2026
Condition	Ready

First aid, AED and emergency equipment 2: AED (defibrillator)

What	AED (defibrillator)
Where	Warehouse break room
Last checked	6 Oct 2026
Condition	Ready

First aid, AED and emergency equipment 3: Eyewash or safety shower

What	Eyewash or safety shower
Where	Battery charging room
Last checked	9 Oct 2026
Condition	Ready
Items listed	3

Needing action	0

8. Training, plan reviews and drills

> Review the plan with each employee covered by it when the plan is developed or the employee is first assigned to a job, when their responsibilities under it change, and when the plan changes (1910.38(f)). There is no drill interval in 1910.38: you set the frequency and the target, and the drill log shows when a drill was slower than your target.

The plan is reviewed with employees	At new-hire orientation, When someone is assigned to a new job or area, When someone's duties under the plan change, When the plan changes, After each drill
How often drills are held (your choice)	Fire drill twice a year on each shift, tornado drill each spring
Where the written plan is kept for employees to read	Break room notice board, the shipping office and the HR shared drive

Drill log 1: 2026-10-08

Drill date	8 Oct 2026
Scenario	Fire, full evacuation
Shift	First shift
People in the building	128
Minutes until everyone was accounted for	8
Target minutes (yours)	6
People not accounted for at the first count	3
Result	Slower than target
What went well and what did not	Alarm heard everywhere and the docks were clear in 3 minutes. Pickers in aisles 15 to 20 were slowed by empty pallets in the cross aisle. Three agency staff were missing at the first count because their names were not on the roster yet.
Change made as a result	No-storage zone in the cross aisle; agency names added to the roster at the start of shift.
Drill led by	T. Okonkwo
Drills logged	1
Slower than target	1

9. Actions and sign-off

Items needing action	1

Result	Action needed before the plan is relied on

Actions 1: Paint a no-storage zone across the main cross aisle at aisles 15 to 20 and add it to the end-of-shift walk. Pallet collection point moved to the dock.

Action	Paint a no-storage zone across the main cross aisle at aisles 15 to 20 and add it to the end-of-shift walk. Pallet collection point moved to the dock.
Priority	Before the next drill
Who will do it	J. Prewitt, facilities supervisor
Due by	23 Oct 2026
Status	In progress

Actions 2: Agency staff names added to the shift roster when they badge in, so the first count includes them.

Action	Agency staff names added to the shift roster when they badge in, so the first count includes them.
Priority	This week
Who will do it	R. Castellanos, operations manager
Due by	17 Oct 2026
Status	Done, checked
Actions still open	1
Decision	Issued: finish the listed actions
Next check or re-inspection date	12 Nov 2026
Review the plan when	Racking layout changes, a new process or tenant, after each drill or a real emergency, and at least each year.
Summary for the client	Rev 2 issued after the 8 Oct first shift fire drill, which took 8 minutes against a 6 minute target. The cross aisle near aisle 17 was partly blocked by empty pallets and three agency staff were missing from the roster. The roster is fixed; the floor marking is in progress. Second shift drill planned for 12 Nov.
Plan prepared by name	T. Okonkwo
Plan prepared by signature	

Manager responsible for the workplace name	R. Castellanos
Manager responsible for the workplace signature	