



130 E. 1st Street
Post Office Box 229
Tifton, Georgia 31793

<http://www.tifton.net>

TIFTON FIRE DEPARTMENT

Bobby Bennett, Fire Chief

403 Forrest Ave • Tifton, Georgia 31794
Phone 229.391.3972 • Fax 229.382.1212



Business Emergency Action Plan (EAP)

ELECTED OFFICIALS:

JULIE B. SMITH
MAYOR

WES EHLERS
VICE MAYOR
DISTRICT 1

JACK FOLK
DISTRICT 2

JOHNNY TERRELL, JR.
DISTRICT 3

M. JAY HALL, JR.
DISTRICT 4

The following is a bulleted list of minimum standards set forth by Georgia state law for a documented business emergency action plan. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request. Georgia state laws and codes can also be provided upon request.

- Escape Routes
- Procedures for employees to shut off or keep equipment running
- Procedures for assisting occupants
- Procedures for accounting of Employees and Occupants
- Preferred and Alternate means of reporting a fire to the Fire Department
- Assignment of personnel to provide information to the Fire Department
- Floor Plan showing exits, extinguishers, Fire alarm activation and suppression activation
- Site plan showing assembly points, fire hydrants, and normal routes of the Fire Department
- Identification of key maintenance personnel with emergency contact information
- All new Hires are to be trained on the EAP as part of orientation
- All employees required to have annual training on prevention, evacuation, and fire safety
- Documents on employee training are to be kept accessible on site for a minimum of 3 years, even after termination

