Emergency Preparedness

Emergencies in the workplace are brought about by both natural and man-made disasters.

Emergencypreparedness is a well-known concept in protecting workers' safety and health.

Putting together a comprehensive emergency action plan involves conducting a hazard assessment to determine what, if any, physical or chemical hazards inside or from outside the workplaces could cause an emergency.

Standard emergency action plans (EAP) for the workplace include:

* Fire
* Severe weather
* Earthquake
* Plumbing issue
* Floods
* Terrorism
* Bioterrorism
* Gunman/Active Shooter
* Bomb Threat
* Electrical outage
* Medical emergency
* Poisoning
* Chemical spill

Fire

* Fire Alarm Pull Stations, Typically Located:
  + Near the Emergency Exit Doors Leading

to the Stairwells

* Call 9-911 Then Contact management
  + Warn Others in Immediate Area
  + Use RACE – rescue, alarm, contain, evacuate, extinguish
* Use a fire extinguisher only if it’s a small fire and safe to do so

Severe weather

Main types of severe weather include:

* Thunder storms
* Blizzards
* Hurricanes
* Tornadoes

In the event of a severe weather storm your manager will inform you if the company is open for business.

In general, you should be sure you and your coworkers make the following precautions for any severe weather event:

* Have plastic tarps, tape, and rope on hand to cover the equipment.
* Cover windows.
* Have an emergency medical kit
* Have flashlights and batteries.
* Have diesel for generators.
* Secure all loose equipment and materials that are outside on site.
* Back up all digital files.
* Have walkie-talkies for emergency communication

If a storm happens during work hours, you should take the following precautions.

* Thunder and lightening storm
  + Avoid going outside where you may be struck by lightening
  + Should there be a power outage follow the recommendations for a power outage.
* Blizzard
  + Keep walkways clear during breaks in the storm
  + Use salt to reduce icing
  + Stay indoors whenever possible
  + If forced to go outside, wear adequate clothing
  + Tell someone when you are leaving and where you plan to go. Call them once you arrive to verify you arrived safely
* Hurricane
  + Secure doors and windows with tape and plywood boards
  + Stay in room without windows
  + Avoid contact with flood water, it could be electrified
* Tornadoes
  + Move to a basement if available
  + Stay away from windows, doors, and outside walls.
  + If you are in a building with no basement, then get to a small interior room on the lowest level.

Earthquake

* **Duck, Cover and Hold** in place until the shaking stops.
* Stand in door ways and brace yourself or take cover under solid stable tables or desks
* Face away from windows and stay clear of falling objects.
* Stay Inside! Do not evacuate unless directed to do so.
* Do not use the stairs until instructed that it is safe to do so.
* Once the earthquake has stopped, survey your area. Report all injuries and damage to a manager
* Be prepared for aftershocks.

Plumbing issue

**The 10 Most Common Plumbing Issues**

1. Dripping faucets.
2. Slow draining sink.
3. Clogged bath or shower drain.
4. Clogged toilet.
5. Running toilet.
6. Faulty water heater.
7. Low water pressure.
8. Jammed garbage disposal.
9. Leaky pipes.
10. Sewer system backup.

* If there is a small leak, contact the manager.
* Place a pail or garbage can if leaking from ceiling.
* For larger leaks that can lead to immediate flooding, turn of the water supply.
* Your manager should inform you where the water turn of is in the event of an emergency plumbing flood.
* Remove any moveable items from the flooding area
* Turn off and unplug any electrical equipment. Remove from the area if possible.

Floods

**IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY**

* Do not walk, swim or drive through flood waters**. Turn Around, Don’t Drown!**
  + Just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
* Stay off of bridges over fast-moving water.
* Depending on the type of flooding:
  + Evacuate if told to do so.
  + Move to higher ground or a higher floor.
  + Stay where you are.

Terrorism

* In the event of civil unrest or a terrorism incident, you will be notified by management on what to do, how to exit, and where to go.
* Law enforcement, military, and/or government officials will advise you as to the nature of the situation, and what to do.

Bioterrorism

* In the event of a bioterrorist attack, such the anthrax attacks in the early 2000s, or the coronavirus pandemic of 2020, you should quarantine yourself and await further instructions from management and medical officials.

Gunman/Active Shooter

Run, Hide, Fight.

* 1) Call 9-1-1
* 2) Provide location of incident:

- building name

- floor level

- room number

* 3) Describe briefly what is happening

-ex: man or woman with a gun shooting

* 4) Provide your name and phone number
* 5) Suspect physical description 🡪
* 6) Weapon description
* 7) Report any injuries

If you encounter an active shooter or gunman in the workplace

* 1) RUN and ESCAPE if possible
* 2) Otherwise go to the nearest

room out of sight and lock

and/or block doors.

* 3) HIDE under your desk or in

far corner of your office.

* 4) Keep still- stay silent and

listen. Look for a chance to escape.

5) If no other alternative, FIGHT, fight for your life. Throw objects, throw hard, and throw heavier things that can hurt

Bomb threat

* If a caller makes the threat, ask the following questions:
  + When will it explode?
  + Where/what type of device?
  + What does it look like?
  + What is your name?
  + Check caller ID for phone #.
  + Note caller’s voice/sounds.
  + Notify Security at 7-0020.
* If there are any unusual items

in your area, do not touch them.

* Notify Security or management.

Electrical outage

A power outage is more than just having the lights go out. It can cause refrigerated inventory to spoil, disrupt communications, and prevent merchant sales.

In the event of a power outage:

* Use flashlights
* Have extra batteries available
* Keep freezers and refrigerators closed.
* Only use generators outdoors and away from windows.
* Do not use a gas stove to heat your home.
* Disconnect appliances and electronics to avoid damage from electrical surges.
* Have alternate plans for refrigerated items
* Have generator for pertinent specialty equipment

Medical emergency

* Call 911
* If medical trained or certified, provide assistance

Poisoning

* Call 911 for an ambulance, then call poison control
* Call the Poison Control Center – 800-222-1222
* Be able to provide the follow information:
  + Who was poisoned
  + How old is the person
  + What was the person exposed to
  + How much
  + When
* If it was inhaled – get the person into fresh air
* If person had poison touch clothing, remove clothing, unless it burned through clothing onto skin.
* If on skin place in shower
* If in eyes, rinse eyes with running water for 15 to 20 minutes.
* If swallowed, do NOT try to vomit - it can make things worse. Wait for ambulance and follow directions of poison control.

Chemical spill

* Cordon off the area to make others aware to avoid that area.
* For small spills of nontoxic chemicals that you know the hazards of and are comfortable cleaning up, you can clean up, but should inform the manager of the spill.
* For larger spills, you should inform the manager and contact the workplace environmental services personnel.
* For hazardous spills or very large spills (>4 liters) environmental services should be contacted to determine if outside assistance is required.

Emergency Action Plans

EAPs are provided to ensure your and everyone’s safety. Following the direction of your manager or emergency officials is critical to ensuring everyone’s safety.

Your Responsibilities

* + Know which workplace hazards can lead to an emergency
  + Know how to report emergencies
  + Know your role in an emergency
  + Know the responsibilities of your role
  + Know evacuation routes and procedures
  + Participate in emergency drills
  + Always keep emergency exits cleared
  + Respond emergencies when they arise

Emergency Responsibilities

* + Handle only tasks you’ve been assigned and trained for
  + Understand exactly what’s expected of you
  + Carry out responsibilities only if you can do so safely
  + Be able to locate assigned safe areas inside or outside the facility
  + Have at least two escape routes from your work area
  + Know where emergency exits are located in other parts of the facility
  + Know where to go for roll call once safely outside

During an emergency

* + Recognize the evacuation signal and listen for instructions
  + Alert co-workers and customers
  + Shut down equipment
  + Move quickly but calmly
  + Follow directions from emergency response personnel
  + Proceed to the assembly area
  + Do not leave the area until instructed
  + Go directly to the nearest safe exit

Are your prepared?

* + How would you react to a fire alarm?
  + What would you do in a natural disaster such as a violent storm?
  + How do you clean up a chemical spill?
  + Do you know your role if there were a serious chemical or biohazard incident?
  + How would you respond to an act of violence?
  + What if an electrical cable is frayed and sparking?

OSHA Requirements

* + Evacuation and exit routes
  + Alarm systems
  + Protective measures
  + Training
  + Emergency action and fire prevention plans

What to include in an EAP kit includes:

* Type of workplace response – who does what and how
* Location of emergency items:
  + Fire extinguishers
  + Flashlights
  + Buckets
  + Medical kit
  + AED
  + Safety apparel
* Who is assigned to retrieve the needed emergency item
* Communication protocols and hierarchy
* Evacuation procedure
* Meeting locations after evacuation
* Securing assets – money, equipment, turning off power, etc
* Emergency numbers

Alarms

* Know the location of alarms
* Learn how to activate them
* Know who to call after setting alarm
* Know what to report to a supervisor

Getting You Ready

* Orientation
* Training
* Exercises
* Live Events

To summarize:

* + Identify workplace hazards that could cause an emergency
  + Report emergencies promptly
  + Carry out emergency responsibilities
  + Follow instructions
  + Evacuate quickly and safely
  + Respond to emergency situations effectively