

When preparing this Safety Talk on Emergency Action Plans (EAP), review the following items from your company's written program:

- ▲ Review the company's Written Emergency Action Plan
- ▲ Preferred method for reporting fires and other emergencies
- ▲ Facility evacuation routes and maps
- ▲ Designated assembly location
- ▲ Procedures for plant shut down
- ▲ Any rescue or medical duties assigned to individual employees

Be sure to share this information with your employees during this Safety Talk and have them fill in the blanks on page 2.

# Emergency Action Plan

## An Overview



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## Be Prepared - An Action Plan

### Overview

What if a fire broke out, do you know what your responsibility is? What if there was a hazardous chemical spill, do you know who to contact? What if there was an explosion or fire in your workplace?

It is often difficult to think clearly and logically when a crisis happens. Therefore, it is very important to prepare before an emergency situation occurs. Every company should develop a written plan and train its employees as to what their responsibilities are.

- ▲ Each employee needs to know what to do in an emergency.
- ▲ People must be accounted for.
- ▲ Help needs to be provided for.
- ▲ Critical workplace processes must be shut down.

When an emergency happens, everyone is involved and should be aware of the facility's Emergency Action Plan.

### What is an emergency?

The dictionary describes an emergency as: "sudden crisis requiring action: an unexpected and sudden event that must be dealt with urgently."

Emergencies may be natural or man-made and can include the following:

- ▲ Floods, tornadoes and hurricanes
- ▲ Fires and explosions
- ▲ Toxic gas releases, chemical spills or radiological accidents
- ▲ Civil disturbances or workplace violence that results in injuries or trauma

### Be Alert for Alarms

Alarms must be distinctive and recognized as a signal to evacuate the work area or perform appropriate actions identified in the EAP.

There must be a communication system and procedures to notify all employees of the emergency .

### Be Involved

Everyone is affected by an emergency, so everyone should understand what is expected of them when the alarm sounds.

Your employer will explain the alarm and communication system for your workplace, the primary and secondary evacuation routes and the assembly and headcount areas.



*A view of the aftermath of a sawmill explosion where workers were forced to run for their lives.*

*Planning for emergency situations like this can mean the difference between life and death.*



*A tornado can hit with or without much notice and cause considerable damage.*

*An emergency action plan will help employees know what to do in case of such a disaster.*



*An Emergency Action Plan will detail the primary and secondary evacuation route.*

*Maps for the evacuation must be posted.*

*Employees should be trained in proper evacuation routes and know the designated assembly area so that all employees can be accounted for.*

# SAFETY TRAINING SIGN-IN SHEET

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subject: Emergency Action Plan

The following employees participated in this training. Sign and Print your name.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## Things you should know

Fill in the blanks.

1. Who to notify if there is an emergency. \_\_\_\_\_  
\_\_\_\_\_
2. The department, phone number and contact information for the person(s) who can provide additional information. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The preferred communication system and what alarm is to be used for evacuation. \_\_\_\_\_  
\_\_\_\_\_
4. Primary evacuation route. \_\_\_\_\_  
\_\_\_\_\_
5. Secondary evacuation route. \_\_\_\_\_  
\_\_\_\_\_
6. The designated assembly location. \_\_\_\_\_  
\_\_\_\_\_
7. Any special instructions for those who will shut-down the equipment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## QUIZ

True or False

1. Emergencies in the workplace affect only those employees who are physically hurt. T or F
2. When evacuating during an emergency you can just go home. T or F
3. Emergencies are always man made events. T or F
4. The designated assembly area will help management account for all employees. T or F
5. A tornado or hurricane can cause significant damage to property and employees. T or F
6. Toxic gas release, chemical spills or radiological accidents are causes that initiate an EAP. T or F

1.F, 2.F, 3.F, 4.T, 5.T, 6.T