

INTRODUCTION

A hurricane blasts through South Florida causing more than \$25 billion in damages

A fire at a food processing plant results in 25 deaths, a company out of business and a small town devastated

A blizzard shuts down much of the East Coast for days. More than 150 lives are lost and millions of dollars in damages incurred *Source: American Red Cross*

It is the goal of every safety program to eliminate workplace injuries and avoid catastrophic losses. However, there may be times when unexpected emergencies occur from various types of peril and when such emergencies arise, an organization must be prepared to deal with the situation including the implementation of an Emergency Action Plan.

Emergency Action Plans, including training, must be tailored to conditions unique at each workplace. It is vital to make a complete assessment of your workplace and develop appropriate action steps. Common emergencies and perils to consider under an Emergency Action Plan include:

- Fire
- Earthquakes
- Power Outages
- Winter Storms
- Hurricanes
- Communication Failures
- Floods
- Bomb Threats and Acts of Violence
- Chemical Spills
- Explosions
- Serious Injuries

Cal/OSHA regulations do contain provisions for an Emergency Action Plan which are reproduced for your convenience.

T8 CCR, Section 3220 (Emergency Action Plan)

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route assignments;
- (2) Procedures to be followed by employees whose main to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are to perform them;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

- (1) The employer shall establish an employee alarm system which complies with Article 165.
- (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

- (1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (2) The employer shall advise each employee of his/her responsibility under the plan at the following times:
 - (A) Initially when the plan is developed,
 - (B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (C) Whenever the plan is changed.
- (3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

Effective emergency planning requires top management support. It is only when management makes a strong commitment to emergency action planning, that the most effective plan can be implemented and carried through.

To assist with the implementation of an Emergency Action Plan, the following pages consist of a Model Plan for your consideration. This Model Plan is designed to meet the basic minimum requirements of an Emergency Action Plan for the common perils for most businesses. Businesses with special or unique operations and conditions should expand this Model Plan to make sure all appropriate information is included. In addition, your Emergency Action Plan needs to be updated as operations and conditions change.

MODEL EMERGENCY ACTION PLAN

Emergency escape procedures and emergency escape route assignments

List escape procedures:

In the event of an emergency, employees are to evacuate to:

Location of escape route maps:

Employees will be notified of an evacuation by the following alarms or methods:

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate

List critical plant operation procedures:

List employees who perform critical procedures:

Name:

Department:

Procedures to account for all employees after emergency evacuation has been completed

After an evacuation, employees will be accounted for by the following means:

Roll call results of employees will be reported to rescue authorities by:

Primary _____
Secondary _____
Secondary _____

Rescue and medical duties for those employees who are to perform them

List employees who perform medical duties:

Name:

Department:

List rescue and medical duties to be performed:

The preferred means of reporting fires and other emergencies

Fire and emergencies will be reported by the following means:

Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Names of persons who can be contacted for additional information consists of the following:

Name:

Department:

TRAINING

In accordance with T8-CCR 3220, before implementing the emergency action plan, the employer must designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

The employer must advise each employee of his/her responsibility under the plan at the following times:

- (A) Initially when the plan is developed,*
- (B) Whenever the employee's responsibilities or designated actions under the plan change, and*
- (C) Whenever the plan is changed.*

The employer must review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

Employees designated to assist in an evacuation consist of:

Name:

Department:

_____	_____
_____	_____
_____	_____
_____	_____

Designated employees will follow the following procedures:

In addition to the training identified in your emergency action plan, listed below are basic steps to review with employees for common emergencies in the workplace. Again, training must be tailored to the unique operations and potential hazards within your workplace.

General

- Know the sound evacuation alarm for your area.
- During an emergency, stay calm and don't panic.
- Exit the building by following the escape route for your area. Don't run.
- Take only necessary personal belongings if it is safe to do so.
- Report your assigned evacuation area(s) and do not leave the area until you are instructed to do so.
- Look out for emergency vehicles.
- Report to your supervisor or emergency coordinator any persons with injuries or who needs assistance with an evacuation.
- Make sure your supervisor is aware of any special assistance you need before an emergency.

Fires

- Report any fire or presence of smoke to your supervisor immediately and call 911.
- Do not operate a fire extinguisher unless you are authorized and trained.
- If a fire or smoke is obstructing your exit, use alternative exits immediately.
- If smoke is severe, stay low while exiting.
- Before opening a door, feel the door and if it is hot, do not open it.

Earthquake

- During an earthquake, find shelter under a doorway, desk, workbench or other sturdy objects.
- Check yourself and others for injuries and report them to your supervisor immediately.
- Beware as aftershocks usually occur.
- Evacuate only when it is safe to do so.
- Look for potential falling objects and stay clear.
- Report to your supervisor any chemical spill(s), downed power lines or other hazard.

Power Outages

- Avoid using elevators. Take the stairs instead. If YOU are in the elevator when there is a power outage, remain calm and follow the emergency instructions posted inside the elevator. The phone in your elevator may only be connected to the elevator's service operator, who may or may not be able to respond before the blackout ends.
- Keep a coat or sweater at your desk in case the heating, ventilation, or air conditioning system is not functioning.
- Make sure all aisles, exits, and entrances are clear and unobstructed in the area for which you are responsible.
- Consider keeping a flashlight in your workspace and in your vehicle.
- Evacuate the building when told to do so.

Chemical Spills

- Notify your supervisor immediately.
- Stay clear of the affected area.
- Call 911 and give information as to the nature and location of the spill.
- Notify the Building Management (if applicable).
- Do not attempt to clean up or touch the hazardous materials unless you are trained and authorized.

Explosions

- Immediately get under your desk or other solid object.
- After an explosion, carefully evacuate the building.
- Report and injured persons to your supervisor and call 911.
- Do not re-enter the building until you are told to do so.

Bomb Threats and Workplace Violence

- If you receive a bomb threat, get as much information as possible from the person making the threat by motivating them to talk.
- Try to find out where the bomb's location is and the time of explosion.
- Notify your supervisor immediately and call 911 and report the threat to local police.
- Stay where you are and do not operate electronic devices such as transistor radios.
- If you are instructed to evacuate, walk down the stairs and proceed to the nearest exit.
- If an assault occurs:
 1. Dial 911 from a protected area, and state:
"There has been an assault."
Give immediate needs for ambulance and/or police and/or CHP assistance.
Give address.
Give description of person(s) and type of weapon.
Give suspect's present location and status.
Give your name and call back number.

Subchapter 7. General Industry Safety Orders
Group 16. Control of Hazardous Substances
Article 109. Hazardous Substances and Processes

5185. Changing and Charging Storage Batteries.

- (a) Battery charging installations shall be located in areas designated for that purpose. Employees assigned to work with storage batteries shall be instructed in emergency procedures such as dealing with accidental acid spills.
 - (b) The area shall be adequately ventilated to prevent concentrations of flammable gases exceeding 20 percent of the lower explosive limit, and to prevent harmful concentration of mist from the electrolyte.
 - (c) Where corrosive liquids are regularly or frequently handled in open containers or drawn from reservoirs or pipelines, adequate means shall be provided to neutralize or dispose of spills and overflows promptly and safely.
 - (d) Carboy tilter, siphon, hand-operated bulb or hand-operated pump shall be provided and used for dispensing electrolyte or acid.
 - (e) Facilities shall be provided for protecting charging apparatus from damage by mobile equipment.
 - (f) Appropriate mechanical lifting and material handling devices or equipment shall be provided for handling batteries.
 - (g) Smoking shall be prohibited in the charging area.
 - (h) Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas. When racks are used for support of batteries, they shall be made of materials nonconductive to spark generation or coated or covered to achieve this objective. Tools and other metallic objects shall be kept away from the top of uncovered batteries. Chargers shall be turned off when leads are being connected or disconnected.
 - (i) Electrolyte (acid or base, and distilled water) for battery cells shall be mixed in a well ventilated room. Acid or base shall be poured gradually into the water while stirring. Water shall never be poured into concentrated (greater than 75 percent) acid solutions.
 - (j) Mobile equipment shall be properly positioned and brake applied before attempting to change or charge batteries.
 - (k) When charging batteries, the vent caps shall be kept firmly in place to avoid electrolyte spray. Care shall be taken to assure that vent caps are functioning. The battery compartment cover(s) shall be open to dissipate heat.
 - (l) Facilities for quick drenching or flushing of the eyes and body shall be provided unless the storage batteries are
 - (1) equipped with explosion resistant or flame arrestor type vents; or
 - (2) located in a compartment or other location such as to preclude employee exposure.
- EXCEPTIONS: Automotive servicing facilities and parts stores where:
- 1. A suitable neutralizing agent is available.
 - 2. An adequate supply of clean water is readily available.

Emergency Action Plan
