

## EMERGENCY ACTION PLAN PRESENTATION - INSTRUCTOR NOTES

The following provides a useful preparation outline for use by trainers presenting the Emergency Action Plan training presentation to employees.

### Training Objectives

- Review the rules and procedure for the Emergency Action Plan
- Train employees to react quickly to emergency events in and around the facility with the goal of minimizing the impact on people and property

### Before Training

- Read the OSHA standard and the model Emergency Action Plan program
- Complete the blank sections in the written program:
  1. Under the Emergency Alarm System and Emergency Services Notification heading-the first section asks that you describe your facility alarm system-a requirement of the OSHA standard. If your facility is not equipped with an actual alarm system, delete the highlighted bullet point. If there is no actual alarm system in place you will have to use a paging system and/or word of mouth, or air horn as your alarm system.
  2. Also under the Emergency Alarm System and Emergency Services Notification heading-you are asked to describe the mechanism used in your facility to call outside emergency services. This duty could be assigned to a receptionist, shift supervisor, plant manager, Human Resources rep, etc. Even if your facility is equipped with a Central Station alarm system it is always an industry best practice to follow-up an automatic alarm with a phone call.
  3. Evacuation Locations: you must choose evacuation locations outside the building for fire and chemical release incidents and an inside location for weather related emergencies and document in Appendix B.
    - For the outdoor location choose one or several locations that are: well away from the building and hazardous areas such as chemical or fuel storage, out of the traffic flow patterns of responding emergency vehicles, if possible upwind considering prevailing winds, and within easy communication distance for the Emergency Coordinator to see or be able to reach all locations.
    - For the indoor location, choose one or several locations that are: away from exterior walls, do not have windows, are in the basement or interior of the building and if possible, have a substantial secondary roof.
    - Evacuation locations can be documented on a plot plan, drawing or can be listed in narrative form.

4. Evacuation Maps are required by the OSHA standard. These maps can be hand or computer generated. They should be posted in the facility. Copy the maps and include in Appendix A.
- Appoint Emergency Coordinators who will be responsible for coordinating activities through the initial phase of an emergency. There should always be a Coordinator on duty when there are people in the facility. The Coordinator must be calm, knowledgeable of the facility and able to make decisions. Very basic responsibilities are outlined in the procedure and you may want to add more.
  - Under Accounting for Personnel, this plan utilizes employee rosters to complete the head count function. OSHA requires that the method of accountability be included in the plan. If you use a different system (e.g. card access attendance list) change the written program. It can be very helpful to have copies of employee lists by department available for supervisors or others charged with the head count duty.
  - Often local police and fire agencies can assist with emergency preparedness; do not hesitate to ask for assistance
  - After implementing this training it is worth conducting a drill. The initial drill can be announced and be a simple walk through. Often, problems are not evident until an actual drill is conducted.
  - Consider providing some additional training for supervisors and others with special emergency response duties so that everyone is aware of their responsibilities under the plan.
  - Some tools that can simplify emergency activities are:  
High visibility traffic vests to be worn by employees assigned to meet emergency responders
    - A high visibility traffic vest to be worn by the Emergency Coordinator
    - A bull horn and/or portable two way radios to facilitate communication
    - Flashlights to assist with after dark emergencies and power outages
  - If you maintain emergency response equipment, designate a special storage area that is accessible and away from high hazard areas

### **Introduction for Training**

- Begin by stressing the overall importance of safety in your facility.
- Instruct students that in the event of an emergency, heroes are not wanted; people who follow procedures are!
- As a ground breaker you can ask an employee who has been involved in an emergency, what they experienced.

## **General Guidelines**

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Teach preparation for, not fear of emergencies
- Physically show the employee the Evacuation Locations that s/he must know

## **Student Exercise**

1. Ask the student to explain how s/he would react to the various types of emergencies.