



EMERGENCY ACTION PLAN REVIEW

Knowing What to Do in an Emergency

When dealing with workplace safety, most of the focus is given to preventing injuries and incidents. While being proactive in preventing bad things from occurring is critical to an effective safety program, time also needs spent discussing what to do in different emergency situations if one does occur. No one wants to think of something bad happening at work, but when it does occur you need to be prepared for it.

Earthquake Emergency Response

If you are inside a building...

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, and then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further damage, such as turning off burners or electrical equipment.
- Evacuate the building if told to do so by building staff or emergency responders.



If you are outside a building...

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster or other debris.
- Move away from fire and smoke.
- Proceed to your designated evacuation meeting point if safe to do so.
- Stay alert for further instructions.

Fire Emergency Response

If you discover a fire...

- Remain calm.
- If safe to do so, immediately exit the building, closing the doors behind you.
- **Do not** use elevators during an evacuation.
- As you evacuate the building, activate the nearest pull station to engage the building's fire alarm system.
- Close the doors behind you as you evacuate.



Evacuation...

- Walk to the nearest exit. Do not use elevators.
- If there is smoke or heat, crawl on your hands and knees to get below the smoke.
- Remain calm and do not panic.
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by officials or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

If you are caught in smoke...

- Remember two ways out; use a fire escape if needed. Do not use elevators!
- If there is smoke or heat, crawl on your hands and knees to get below the smoke.
- Stay low to the floor, as smoke rises to the ceiling level.
- Breathe shallowly through your nose, and use a filter such as your shirt or a towel.
- To avoid breathing smoke, hold your breath as much as possible if necessary.

If you are trapped in a room...

- Place wet cloth material around or under the door to prevent smoke from entering a room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT break glass unless absolutely necessary.
- Hang a towel or sheet from your window to signal your location to emergency responders.
- **STOP. DROP, and ROLL** if your clothing catches fire.

Emergency Response

Every type of emergency will have a different response and even the same types of emergencies may have completely different responses depending on the situation. Some things to consider when discussing emergency response in the workplace:

- Before helping a victim of an incident or before assisting in an emergency, always ensure it is safe for you to do so. Sometimes the best plan is just to get to safety. An event such as a failed confined space rescue resulting in multiple fatalities is an example of making a bad situation worse by trying to help.
- Do not overreact. Rushing or making poor choices when dealing with an emergency can result in more victims or create a worse situation in general.
- Understand your company's policies and procedures regarding specific weather emergencies such as a tornado or flood.
- Know where emergency meeting points are at your worksite. Also be familiar with the address of where you're at on a jobsite or for your workplace. If you have to call 911, one of the first questions they ask is- "Where are you located?"
- Know where emergency response equipment is located onsite and how to use it. Also be familiar with emergency shutoff switches on equipment or machinery.
- Know the signs and symptoms of common medical emergencies or medical emergencies that can occur in your workplace. Knowing what to look for can make the difference in whether someone gets the medical attention they need or not.

TOOLBOX TALKS

EAP REVIEW

Meeting Conducted

By: _____ Date: _____

Comments:

Attendees:

Print	Signature	Print	Signature
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
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