



## **MONTHLY SAFETY AWARENESS DISCUSSION GUIDE**

### ***Emergency Action Plan***

#### **Introductory Comments**

An Emergency Action Plan (EAP) is a written document required by OSHA. The purpose of an Emergency Action Plan is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. A workplace emergency could be one of the following:

[www.osha.com](http://www.osha.com)

- Hurricane
- Tornado
- Fire
- Chemical Spill
- Civil Disturbance

#### **Meeting Starter Questions**

- What is an Emergency Action Plan?
- What should an Emergency Action Plan include?
- What is a Workplace emergency?

#### **Critical Safety Points**

##### **What should your emergency action plan include?**

When developing your emergency action plan, look at a variety of potential emergencies that could occur in your workplace. It should be tailored to your worksite and include information about all potential sources of emergencies.

##### **Emergency Action Plan must include the following:**

- A method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments. Such as floor plans, workplace maps, and safe areas.

#### **Instructions:**

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.

- Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services that cannot be shut down for every emergency alarm before evacuating
- Rescue and medical duties for any workers designated to perform them

### **How do you alert employees to an emergency?**

Your plan must include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies, as required. Among the steps you must take are the following:

- Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan
- Make available an emergency communication system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, fire department, and others
- Using tactile devices to alert employees who would not otherwise be able to recognize an audible or visual alarm

### **How do establish evacuation routes and exits?**

When preparing your emergency action plan, designate primary and secondary evacuation routes and exits. To the extent possible under the conditions, ensure that evacuation routes and emergency exits meet the following conditions:

- Clearly marked and well lit
- Wide enough to accommodate the number of evacuating personnel
- Unobstructed and clear of debris always

### **How to account for employees after an evacuation?**

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of your employees, you may want to consider including these steps in your emergency action plan:

- Designate assembly areas where employees should gather after evacuating
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and let officials in charge know.
- Establish a method for accounting for non-employees such as customers and guest.



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**General Training for your employee should address the following:**

- Individual roles and responsibilities
- Threats, hazards, and protective actions
- Notification, warning, and communication procedures
- Emergency response procedures
- Evacuation, shelter, and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures

**CIVIL DISTURBANCES**

If there is a Riot or other Civil Disturbance in the area around City Hall, Building Security and Operation City Hall (OCH) will make the decision to contact the Memphis Police Department. If there is a danger to the City Hall building, its employees or visitors, Building Security and OCH will secure and lock down the building. Only after it has been determined safe by the Memphis Police Department Employees and visitors be allowed to leave the building.

In the event of a Civil Disturbance at City Hall follow procedures below:

- Keep telephone lines clear
- At night the outside lights will be kept on and interior lights will be dimmed.
- Fire extinguishers will be placed near glass doors and windows on the lobby floors. (Purpose is to extinguish firebombs, or hazardous materials.)
- Employees should watch for objects being thrown at windows and glass doors.
- If tear gas is used, protect your face and eyes with a dampened cloth.



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Employee Name:	Signature:
Division:	Date:
Instructor:	Score:

## ***Emergency Action Plan***

**Question 1:** The purpose of an Emergency Action Plan is to facilitate and organize employer and employee actions during workplace emergencies.

☐ TRUE      ☐ FALSE

**Question 2:** A workplace emergency could include fire, tornado, chemical spill, and civil disturbance.

☐ TRUE      ☐ FALSE

**Question 3:** When preparing your emergency action plan, designate primary and secondary evacuation routes and exits.

☐ TRUE      ☐ FALSE

**Question 4:** Your plan must include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies, as required.

☐ TRUE      ☐ FALSE

### **Quiz Answer Key:**

1. TRUE
2. TRUE
3. TRUE
4. TRUE



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