

ANNUAL SAFETY TRAINING – 2014

Module # 4

EMERGENCY RESPONSE

The purpose of the Emergency Response Training is to enable you to safely respond to and/or evacuate during an emergency situation. Minimize potential injuries or damage to a facility by promptly initiating emergency actions and services.

EMERGENCY EVACUATION PROCEDURES

Fire is only one of many possible emergency conditions which could require the evacuation of a building. Chemical spills, the release of toxic or corrosive gases, earthquakes, civil unrest, terrorist acts or threats, and or a bomb threat are all emergencies that could create an immediate need to evacuate a building or area. If building (or buildings) must be evacuated, the building fire alarm shall be used as the signal to evacuate.



When the alarm sounds, all occupants **must promptly vacate** the building. The occupants shall calmly evacuate the building following the exit signs. **Do not use elevators.** If time permits, the occupants should turn off all machinery and equipment and close the doors upon exiting. After evacuating the building, all evacuees must report to a designated location. Such assembly areas shall be located at a safe distance from the emergency and in a location that will not interfere with emergency response personnel. Supervisors shall account for staff under their charge and report any individual known or presumed to be missing to the emergency response personnel. Re-entry into an evacuated building or area is prohibited until permission is granted by the Emergency Response personnel, the Manager or EHS (Safety) Specialist.

PRE-EMERGENCY

- Familiarize yourself with the Emergency Action Plan and Fire Prevention Plan.
- Familiarize yourself with all emergency exits, fire extinguishers, and safety equipment in your building.
- Report hazardous conditions in your work area immediately.
- Submit any evacuation or safety problems in your area to your supervisor.
- Participate in emergency evacuation / fire drills and all safety training.

MEDICAL EMERGENCY

In the event of a medical emergency, call an EHS Specialist, Manager / Supervisor, or a safety committee member using the telephone or paging system. If there is no one available and the emergency appears to be life threatening, call 911 or 9-911 for an ambulance and/or emergency services. If the injury or illness is due to a chemical exposure, make sure you get an MSDS to the emergency response personnel. If the injury or emergency is non-life threatening, the employee involved will be taken to the nearest recommended medical treatment center. Follow the listed precautionary measures: Contact your supervisor immediately in the event of a medical emergency; Do not move the victim, unless absolutely necessary; Where possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid and cardio pulmonary resuscitation (CPR). Direct the victim to a sink, emergency eye wash station, or safety shower station if they have spilled bio-hazardous waste or hazardous chemicals on themselves.

BOMB THREAT

A bomb threat is defined as the communication through the use of mail, telephone, telegram, or other instruments of communication: the willful making of any threat; or the conveyance of false information stating intent to; kill, injure, intimidate any individual; or to unlawfully damage or destroy any building, vehicle, or other personal property by means of an explosive. While the probability is very small of receiving a warning call where an explosive or incendiary device has actually been placed, never ignore the fact that there have been instances where a threatening call *was not a hoax*. In a few instances, the person making a warning call has given the recipient enough information to aid in determining the caller's identity. In addition, there have been cases where the caller has described the device, given its location, and stated the time that the device was to be detonated or ignited. It is for these reasons that the personnel normally responsible for operating the



switchboard or answering the telephone in the main office should be instructed to obtain as much information as possible on this type of call.

EARTHQUAKE

Earthquakes occur without warning and can result in significant property damage, injuries, and loss of life. They can come in a series of many aftershocks or result in a mild shaking episode.

During the earthquake:

If you are **indoors**: **Stay indoors and take cover under a desk, table, or stand in a doorway or corner and brace yourself.** Stay away from falling debris such as flying broken glass from windows, glassware and light fixtures. Turn off all sources of piped gas and any sources of flames. **Do not leave the building unless you are instructed to do so.** **Stay indoors until the tremors and the shaking have stopped! Exit any building by stairway and never use the elevator.**



If you are **outdoors**: Stay away from buildings, trees, walls, cars and power lines. Try to get to an open area and stay there until the shaking stops. Do not enter a facility until it has been inspected and deemed safe to enter. Stay away from and do not touch power lines or cables that may have been knocked down as a result of the earthquake.

SPILLS CONTROL – EMERGENCY PROCEDURES

- For small spills use spill clean-up kits (if you have been trained to do so safely) and notify your supervisor immediately. Use biohazard spill kits for biohazard spills and use chemical spill kits for the appropriate type of chemical for chemical spill.
- For large spills, contain the spill (if you have been trained and can do so safely), notify your supervisor, EHS (Safety) Specialist, and or manager. Determine the severity and scale of the spill. Implement evacuation procedures if necessary.
- If the facility is evacuated, the manager or the safety representative will instruct employees when they may re-enter the facility. Do not re-enter the facility until you have been instructed to do so. All employees shall remain in a location together outside the building paying close attention to instructions and be prepared to move to another location.
- If it is determined that the spill is such that it requires outside assistance, a manager or supervisor will initiate action to notify associated businesses that may possibly be affected.
- Document spill clean-up activities, identify cause and determine remedial action.

WARNING: Disposal of all spill clean-up materials that are either saturated or contaminated with hazardous materials is governed by local, state, and federal laws, please dispose of them accordingly.

FLOOD

In the event of a flood or a flash flood, a radio should be turned on and tuned into the emergency broadcast system station(s) to determine the safest evacuation route leading away from the flood. (The emergency radio broadcast channel on a radio should be used during all disaster emergencies: major fires, earthquakes, tornados, and any other major disasters).

- Notify employees by phone, paging, or verbal notification of flood warnings, which may require immediate evacuation.
- Turn off and disconnect if possible, all electrical equipment if you can do so safely.
- The supervisor / manager will also instruct qualified employees to shut gas lines and circuit breakers.
- Evacuate and travel with extreme caution as power lines may be down, and roads/highways may be closed and or flooded. (Make sure you have emergency flashlights and supplies on hand).
- Follow recommended routes and watch for streams, rivers, and lakes that may swiftly flood.

