Emergency Procedures at the Workplace

Practicum in Human Services
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What constitutes an emergency or disaster?
Why is it important to invest time in a preparedness program?
Typical goals of the preparedness program include:

- Protect the safety of employees, visitors, contractors and others at risk from hazards at the facility. Plan for persons with disabilities and functional needs.
- Maintain customer service by minimizing interruptions or disruptions of business operations
- Protect facilities, physical assets and electronic information
- Prevent environmental contamination
The five steps in developing a preparedness program are:

- Program management
- Planning
- Implementation
- Testing and exercises
- Program improvement
Planning

The planning process should take an “all hazards” approach.

- Blackouts
- Hazardous materials incidents
- Household chemical emergencies
- Nuclear power plants
Implementation

Implementation of the preparedness program includes identifying and assessing resources, writing plans, developing a system to manage incidents and training employees so they can execute plans.
Employers should conduct testing and exercises to evaluate the effectiveness of the preparedness program, make sure employees know what to do and find any missing parts.
There are opportunities for program improvement following an actual incident.
Emergency Guidelines

Be sure to locate:

• Potential dangers
• Emergency exits and routes
• Hand washing stations
• First aid kits
• MSDS information
When Emergencies Arise

▪ Emergencies happen all too often and early intervention can save a life.

▪ CPR and first aid skills are important for everyone at the workplace to know.

(click on image)
Handling Medical Emergencies

Employers and employees must be trained in first aid to handle medical emergencies such as:

- Preventing severe blood loss
- Helping an individual to maintain breathing
- Diluting or removing poisons from an individual’s body
- Preventing shock
- Treating burns properly
- Immobilizing head and back injuries
First Aid Kit

A good first aid kit should always be checked and periodically restocked.
Ready.gov asks individuals to do three key things:

• get an emergency supply kit
• make a family emergency plan
• be informed about the different types of emergencies that could occur and their appropriate responses
Occupational Safety and Health Act

- Protects employee health and safety
- Passed in 1970
- Requires employers to make the workplace free of hazards

(click on image)
▪ What constitutes an emergency or disaster at the workplace?
▪ Why is it important to invest time in a preparedness program?
▪ Why is it important to seriously consider many different threats and hazards and the likelihood they will occur at the workplace?
▪ Why is it important for employers to conduct testing and exercises to evaluate the effectiveness of the preparedness program?
▪ Name seven items that need to be in an emergency supply kit.
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Websites:
• American Red Cross
  Is your business or organization prepared for emergency? If you’re like most of us, the answer is no, you’re not as prepared as you would like to be. It can be difficult to know where to begin – and where to go from there.
  http://www.redcross.org/prepare/location/workplace
• Federal Emergency Management Agency (FEMA)
  FEMA’s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.
  http://www.fema.gov
• Occupational Health and Safety Administration
  With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
  http://www.osha.gov/index.html
Like individuals and families, schools, daycare providers, workplaces, neighborhoods and apartment buildings should all have site-specific emergency plans.

http://www.ready.gov/workplace-plans

• United States Department of Labor
How to Plan for Workplace Emergencies and Evacuations
https://www.osha.gov/Publications/osha3088.html

YouTube:
Monthly Employee Training courtesy of Federal Safety Solutions, LLC
https://youtu.be/GYoUWKhKQdI
• Official 2012 Hands-Only CPR Instructional Video
Learn how to perform CPR in this 60-second video showing Hands-Only CPR in action
http://youtu.be/zSgmledxFe8