

EMERGENCY PLANNING

Program Element

R2-10-207 4

Each agency shall develop and implement: “An emergency plan for each location that establishes procedures to follow in the event of serious injury, fire or other emergency that can be reasonably foreseen at the specific agency location. The emergency plan shall designate an employee responsible for formulating, implementing, testing and maintaining the emergency plan. The emergency plan contains procedures for notifying emergency response personnel and safe evacuation of personnel from the location, including an evacuation diagram that shall be visibly posted throughout each location, contains procedures for obtaining first-aid, medical treatment and emergency transportation in the event of a serious injury and requires that the plan be periodically tested and evaluated and identified deficiencies corrected.”

Definition: An emergency action plan provides agency personnel with the information, equipment and training needed to respond to emergencies that may arise in the workplace.

What are the *minimum* standards for an agency emergency action plan?

Guidelines and Criteria: The emergency planning program element focuses on procedures developed specifically for the agency that outline actions that will be taken in the event of an emergency. This plan will instruct employees on what actions are to be taken should an emergency condition arise that affects the workplace.

At a minimum each emergency action plan should contain the following elements:

- Designation of a person(s) responsible for formulating, implementing, testing and maintaining the plan.

Depending on the agency size and location it may be necessary to designate more than one person for this task. For example if an agency has geographically separated locations, such as a main office in Phoenix and a satellite office or operation in Yuma, you may want to have a person in Phoenix responsible for the Phoenix plan and another person in Yuma responsible for that specific plan.

- Written plans and procedures for notification of emergency personnel, safe evacuation of people from the location including “site specific” evacuation diagrams that are visibly posted in the workplace.

This is an important part of any emergency action plan. Procedures and written plans for what to do in an emergency will ensure that all employees know what actions are required.

- Provisions for first aid, medical treatment and emergency transportation in the event of a serious injury.

A plan must include what actions will be taken for first aid injuries. Some agencies may have medically trained staff that can provide medical first aid for injuries while others may not have this capability. Procedures for minor first aid injuries will vary agency to agency but may include instructions on reporting first aid injuries and providing medical first aid kits in the work areas. Emergency transportation procedures must also be developed to ensure that employees are aware of what procedures are required for medical emergency transport from a location for serious injuries. An agency may require that employees notify an agency dispatch location that in turn will notify emergency assistance and transportation. Other agencies may indicate that an employee aware of an emergency situation calls 911 and then notify internal agency representatives that the call has been made. One key factor to keep in mind when developing these procedures is that an employee should not delay action in requesting medical treatment or transportation for seriously injured personnel. That is why these procedures need to be clearly defined and practiced.

Emergency treatment and transportation of seriously injured employees needs to be developed also for those employees who duties require that they work in remote locations where treatment or rescue may be difficult. Employees who work in these situations should have a device to ensure that emergency assistance can be easily reached. This may be by means of radio communication devices or cellular telephones.

- Procedures for periodic testing and evaluation of the plan and correction of identified problems or deficiencies.
- Procedures for assigning and training Floor Wardens, Alternate Floor Wardens and assembly area(s).

This is an important part of an emergency action plan. Hours can be spent developing plans and procedures but if the plan doesn't work it's useless. Testing and evaluation of the plan will ensure that the procedure works. The Arizona Department of Administration, Risk Management Division recommends you conduct two facility evacuation drills each year.

What do you mean when you say “emergency condition”?

Emergency conditions are any conditions or situations that can be reasonably foreseen to occur that affects the safety or health of employees, affects resources such as equipment and facilities or affects the agency’s ability to carry out the mission.

A fire breaks out in your facility. A monsoon storm rips through the area, taking one of your buildings with it. A barrel full of hazardous waste is accidentally punctured. If any of these situations were to arise at your company, would everyone be prepared? Would they know what to do?

Responding to an emergency is something no one wants to have to do. However, it is easier to handle if everyone affected knows what their duties are and how to perform them. If everyone knows their role in an emergency situation, they will be able to carry out their tasks. If their role is to evacuate the building, they must have clear access to the outside to do so. An effective means of egress needs to be maintained to accommodate all employees. If there are employees that require special attention, those needs have to be addressed. If you are responsible for your agency’s emergency planning and response activities, you should involve people with disabilities in identifying needs and evaluating effective emergency management practices. Making emergency preparedness and response programs accessible to people with disabilities is a critical part of your responsibility. Making these programs accessible is also required by the Americans with Disabilities Act of 1990 (ADA). Evacuations of Persons With Disabilities Guidelines are available at the Arizona Office of Americans with Disabilities, 100 N. 15th Avenue, Suite 361, Phoenix, AZ 85007.

Employees also need to know when to act. An appropriate alarm system is required that will be loud enough to hear over ambient noise and be specific to the emergency, i.e. a distinct sound for tornadoes and a different alert sound for fire.

The appropriate response depends upon the type of emergency. If the emergency involves hazardous chemicals, materials or wastes, a hazardous waste operations and emergency response (HAZWOPER) team may be needed. If the emergency includes employee injuries, there may be the need to consider the hazards of bloodborne pathogens. Employees need to be trained in their roles in each type of emergency. If the nearest health care facility is too far away, someone needs to be trained and available to administer first aid.

Are there specific OSHA Standards that require emergency action plans?

Yes. A number of different OSHA regulations involve emergency response. Some of them are as follows:

- 1910.37 Means of egress
- 1910.38 Employee emergency plans and fire prevention plans
- 1910.119 Process safety management of highly hazardous chemicals
- 1910.120 Hazardous waste operations and emergency response
- 1910.151 Medical services and first aid
- 1910.156 Fire brigades
- 1910.165 Employee alarm systems
- 1910.1030 Bloodborne pathogens

Are there any training requirements associated with the emergency action plan that our agency develops?

Yes. OSHA mandates the following training:

§1910.38(a)(5)(i), (ii), and (iii)

- (i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (ii) The employer shall review the plan with each employee covered by the plan at the following times:
 - (a) Initially when the plan is developed,
 - (b) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (c) Whenever the plan is changed.
- (iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

**Automated External
Defibrillator (AED)
Information**

§1910.38(b)(4)(i) and (ii)

- (i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.
- (ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

Sudden Cardiac Arrest (SCA) is one of the leading causes of death in the United States, claiming approximately 400,000 lives each year. The SHARE program is developed by the Arizona Department of Health Services, Bureau of Emergency Medical Services (BEMS). The SHARE initiative promotes public awareness, public education, data collection and research of cardiac arrest. This program also develops and maintains statewide registries for automated external defibrillators (AEDs).

If your agency decides to provide AEDs at your facility, the SHARE program will provide, free of charge, Medical Oversight through the BEMS Medical Director. For more information on AEDs, please go to the State Risk website <http://risk.az.gov/>.