



# Emergency Action Plan

As the WorkSafe People™, we're experts at helping our customers keep their workers safe and their costs down. A trusted name in workers' compensation for a century, Accident Fund is financially strong and stable, rated "A-" (Excellent) by A.M. Best.

One way to keep workers safe is through a dedication to emergency action planning.

## Laying the Groundwork

As creatures of habit, people sometimes do things without thinking. Remember your routine this morning? Did you go through the motions without much thought? At work, do you take the same path automatically?

This isn't necessarily wrong, because your routines often save time and energy. But when it comes to emergency situations involving escape and evacuation, people tend to use the most familiar route too. Sometimes that route may not be the best way to escape.

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With that in mind, the following steps are important when building an emergency action plan:

- Get to know your entire layout — including your site, building or structure.
- Review a floor plan that identifies emergency exits, emergency equipment, such as fire extinguishers, hoses, standpipes, pull stations, etc. This plan should be posted in conspicuous areas and show evacuation routes as well as meeting points.
- Analyze potential emergency situations at your work site. Will the hazards change regularly, gradually or stay the same over a period of time?
- Know where emergency phone numbers are posted. These include medical emergency personnel, police, fire, the health department, OSHA, utilities, insurance carriers and others. Numbers should be conspicuously posted near telephones.
- Know who is in charge during emergencies, including who is assigned to contact emergency personnel and who is assigned to talk to the media if they show up. Responses will be more efficient if everyone knows whose job it is to take specific steps to remedy the situation.
- When emergency devices, such as personal protective equipment and fire extinguishers, must be used, make sure all employees know how to use this equipment correctly.
- Practice emergency procedures to ensure their effectiveness.
- Remember that emergency procedures must be updated whenever there is a change in operations, hazardous exposures, physical layout or if new employees are working in the location.



## Plan Components

The last thing you want to think about during an emergency is how to evacuate or escape — especially if your most familiar route is not accessible. Knowing the emergency plan and being aware of its components is critical. The survival of all crew members depends on taking the right action. Key plan components include:

### Monitors

- Ensure there is an adequate number of trained employees (monitors) to help evacuate others — at least one monitor for every 20 employees.
- The monitors should know the workplace layout and escape routes.
- Monitors should know the location of physically or mentally impaired employees.
- Monitors should check rooms and enclosed spaces where employees could be trapped.

### On the job

- Each employee should know:
  - The way out from their work area
  - The location of the closest manual fire alarm station
  - The location of the closest fire extinguisher
- In the event of a fire in a lab or work area, dial the emergency number, evacuate the location or pull the manual fire alarm.
- Review the location of the meeting place for your team in the event of a building evacuation.
- Utilize a check sheet to ensure everyone is accounted for. This re-emphasizes the importance of communication among team members.

### Critical plant operations

- Designate workers to shut down critical systems — gas, electrical, refrigeration and plant equipment.
- Monitor plant power supplies.
- Monitor water supplies.

**Accounting for employees**

- Ensure all employees are safely evacuated by taking roll call.
- Let your supervisor know when you are away from your workstation.

**Rescue and medical duties**

- Designated personnel should perform rescue duties.
- Designated personnel should perform medical and first aid duties.
- Know the potential emergency situations that could occur.
- Emergency first aid responders must be trained.

**Alarm systems**

- When there is an alarm, everyone should evacuate or perform their assigned emergency actions.
- Employees should know the different types of alarm signals.
- Flashing lights may be installed in areas where alarms may not be heard.
- Alarm systems may use an auxiliary power source so they can operate when power fails.

**Want to know more?**

Visit the Federal Emergency Management Agency (FEMA) website at [www.fema.gov/index.shtm](http://www.fema.gov/index.shtm).

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