



e-Compliance Training

Emergency Preparedness - July 2019

THIS TRAINING SESSION IS
RECOMMENDED FOR:

All staff members.

Training Objectives

Participants will become familiar with the following elements of emergency preparedness:

- Emergency Action Plans
- Fire safety
- Natural and man-made disasters
- Evacuation procedures
- Responding to various emergency events

Emergency Preparedness

OSHA regulations require that workplaces have an Emergency Action Plan. If your organization has 10 or fewer employees, the plan can be communicated orally instead of being a written plan. Emergency Action Plan elements include:

- Methods of reporting emergencies;
- Evacuation procedures and assignments;
- Shut down procedures prior to evacuation (if safe to do so);
- Accounting for employees after evacuation;
- Rescue and medical duties for employees who've been assigned this role;
- Names or job titles of persons to be contacted in an emergency.

Although taking time out to prepare for emergency situations may be difficult, doing so will help to prevent injuries and reduce damage to your facility. A critical element to preparedness is ensuring that each person is aware of his/her role in emergency situations.

Fire Safety

Alarms – Your employer will explain the means of sounding alarms and reporting emergencies. OSHA has requirements for employee alarm systems. Employee alarm systems must:

- provide warning for the necessary emergency action and reaction time for safe escape;
- be capable of being perceived above ambient noise or light levels by all affected employees; and
- have a signal that is distinctive and recognizable.

Fire Extinguishers – Some practices train all staff on use of extinguishers, while others select certain staff. If you have been selected to use the extinguishers, ensure that you are familiar with the location and proper operation of the extinguishers in your facility.

Fight or Flee Policy – OSHA allows employers to implement a “fight or flee” policy. This means that the practice can choose to fight small fires or to evacuate the facility in the event of any fire. Small incipient fires can often be extinguished by using a portable fire extinguisher.



Interactive Training Reminder

Compliance Training is an interactive training program in which you can address questions with other staff members or supervisors to obtain clarification for situations in your work setting.

Write down any questions that you have about the training topic and address them with your Training Coordinator or supervisor.

There are four different classes of fires. Extinguishers are labeled with an identification of the type of fire they are capable of fighting. An “ABC” fire extinguisher is commonly used, and can fight Class A, B, or C type fires. “A” stands for trash, wood or paper, “B” represents liquids, and “C” stands for electrical equipment. Your facility should have the type(s) of extinguishers needed for reasonably anticipated types of fire hazards. Once activated, the extinguishing nozzle should be pointed at the base of the fire and swept back and forth to extinguish small fires.

Isolating Fires – You can limit the spread of fires by containing them to a small area. Check rooms for occupants as you leave the practice and close doors to all rooms and close any open windows, if it is safe to do so. This simple action will limit damage and injury.

Natural Disasters

Severe thunderstorms, tornadoes, hurricanes, mudslides, winter weather and wildfires often allow for advance warning of their approach. Developing weather conditions for many of these potential disasters provide weather services, local emergency departments, and media (television and radio/phone apps) an opportunity to alert you to take action.

Appropriate actions will depend on the available time before a natural disaster occurs and the location of your practice. The size and construction of your practice’s physical facility will also have an impact on your emergency preparedness actions.

Earthquakes – Earthquakes occur suddenly, and usually without warning. Earthquakes can occur in any part of the country. The best preparation for an earthquake is knowledge of where and how to seek safe shelter, as well as what action to take once the event has subsided. Actions to take during an earthquake include staying indoors and away from windows, taking shelter under a heavy desk or table, or stand in a corner. Earthquakes are often accompanied by aftershocks, so watch for falling objects and begin to account for all personnel.

Severe Thunderstorms/Tornadoes – These events usually come with advance warning. A watch is issued when conditions are favorable for a storm to develop. A warning is issued when severe weather is in your area and it is time to take appropriate actions, such as seeking shelter. Procedures for shelter during severe windstorms and thunderstorms include going to the lowest point in a building and remaining away from exterior windows/glass, crouching as low as possible to the floor, facing down; and covering your head with your hands. While storms may last for hours, the most severe portions that cause damage and injury are limited in their duration. Monitor weather bulletins by radio/television/phone/web applications, and be familiar with emergency shelter procedures.

Hurricanes – Hurricanes are generally coastal disasters, and allow for longer periods of emergency action and evacuation. The best preparation for hurricanes is to monitor weather bulletins and follow emergency evacuation procedures. Hurricanes may necessitate extended



evacuation to locations far removed from the affected area. This may impact a practice's ability to operate. Additionally, hurricanes can be accompanied by tornadoes, severe thunderstorms, and flooding, so while they allow the most time to prepare for, they present the potential for multiple disasters.

Flooding – Depending on the cause and your geographical location, there may be a warning period for floods. While there will be advance warning of potential flooding from hurricanes, flash flooding from severe thunderstorms can occur suddenly. Monitoring of weather forecasting and bulletins are the best methods for awareness and preparation. In almost all cases, flooding requires emergency evacuation. If evacuation routes are cut off by flood waters, the last resort is to go to upper stories of buildings and/or rooftops.

Other Types of Disasters – Other disasters such as riots, bomb threats, workplace violence, chemical releases, active shooters, etc. may require evacuation or sheltering in place. Check with your supervisor for your facility's procedures for other types of potential disasters. The Department of Homeland Security indicates the following protocol for active shooter situations, in the following order:

1. Run-have an escape route in mind, leave belongings and keep hands visible, follow officer instructions if law enforcement is present
2. Hide-stay out of view, block entry to hiding place, lock doors, silence cell phones

3. Fight-As a last resort when imminent danger is present, attempt to incapacitate shooter, throw items to disable shooter

Evacuation and Shelter

Emergency evacuation and seeking shelter are the primary actions during a disaster or emergency. Depending on type of the disaster or emergency, the practice will either evacuate the facility or shelter in place.

Emergency evacuation of a practice may be required for several reasons. Examples include fire, toxic chemical release, hurricanes, floods, etc. Regardless of its cause, evacuation should be a practiced and orderly event to eliminate panic and reduce the potential for serious injury. It is important that you understand your role during an evacuation.

Evacuation Routes - Review the floor plan or evacuation map for your facility to ensure you are familiar with the most efficient exit route. OSHA requires that an emergency evacuation map be posted on the employee bulletin board. This map will also show the location of fire extinguishers and the emergency phone number (often 911). The use of elevators should be avoided, due to the potential for power failure during emergencies. Familiarity with evacuation routes becomes especially important when a selected route is impassable, and an alternate route must be used.



Visitors - Patients, their family members, temporary staff and other visitors to your facility will be unfamiliar with the evacuation routes you have identified on your map. If it safe to do so, you should assist them in exiting the facility.

Emergency Reporting/Notification - Review with your Safety Training Coordinator the policy regarding notification of emergency response personnel. In some facilities, the policy is to dial 911, while others may dial a campus number for response by an emergency team. In areas without 911 service, the local sheriff or fire department may be the emergency response number to dial. If it safe to do so, employees may also be asked to notify a designated internal emergency action plan staff member.

Shut Down Procedures - If there is equipment that should be shut down, ensure that you are aware of your responsibilities for such items, and ensure that shut down procedures are followed prior to evacuation or sheltering, as long as it is safe to do so.

Assembly Point - The assembly point is a designated area where everyone will gather after evacuating the facility to account for all staff members. It is the responsibility of each staff member to check in at the assembly point to help ensure that proper evacuation has been completed and to determine whether all personnel have made it safely out of the facility. Your Safety Coordinator will inform you of the designated assembly point.

Rescue and Medical Duties - Some staff will be designated to assist in first aid/medical treatment or rescue after a disaster. Ensure that you are aware of your role, if any in this area.

Drills

Although OSHA requires drills, it doesn't specify an exact frequency. Conduct at least a conference type of drill annually. In a conference drill, a meeting is held and evacuations routes, procedures, assembly points, shut down procedures, etc. are reviewed. If you are accredited, the accrediting body may require physical drills in which everyone exits the facility, and may require more frequent drills.

Personal Protective Equipment

Your practice's management will have prepared personal protective equipment (PPE) for use in the event of an emergency, based on common threats. Find out how to access and use designated PPE from your supervisor or Safety Coordinator.

Supplies

FEMA recommends that everyone, including workplaces, consider building a disaster supply kit for use in emergencies. Check with your Safety Coordinator for the location of your supplies. Some staff may be responsible for checking the kit, stocking it, etc. ●



e-Compliance Training Test

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NAME: _____

DATE: _____

SIGNATURE: _____

STAFF POSITION: _____

Return your test to your supervisor or Compliance Coordinator upon completion. Individual tests will be maintained to document participation and understanding of the information. Review the training information to find the correct answers to any questions that may have been missed.

1 The best way to limit the spread of a fire is to open all doors and windows to allow air flow to dissipate the flames.

Select One **T** **F**

2 OSHA requires that an emergency evacuation map be posted on the employee bulletin board.

Select One **T** **F**

3 OSHA requires all staff to be trained on the proper use of fire extinguishers.

Select One **T** **F**

4 If your organization has 10 or fewer employees, your Emergency Action Plan may be communicated orally instead of being in written form.

Select One **T** **F**

5 During hurricanes and floods, if evacuation routes are cut off by flood waters, the last resort is to go to upper stories of buildings and/or rooftops.

Select One **T** **F**

6 Disaster supplies mandated by OSHA include a five-day food and water supply, battery operated radios, and battery or hand crank light sources.

Select One **T** **F**

7 OSHA requires quarterly emergency evacuation drills.

Select One **T** **F**

8 Once activated, the fire extinguisher's nozzle should be pointed at the base of the fire and swept back and forth to extinguish small fires.

Select One **T** **F**

9 According to FEMA, the first choice action for an active shooter situation is to hide, barricading yourself in the hiding spot if possible.

Select One **T** **F**

10 It is necessary to have at least three designated assembly points so that if one area is unsafe, others are available for people to safely gather.

Select One **T** **F**