

# e-Compliance Training

## Emergency Preparedness - July 2022



THIS TRAINING SESSION IS RECOMMENDED FOR:

This training session is recommended for all staff members.

### Training Objectives

This training module will ensure that participants are familiar with the following:

- Emergency Action Plans
- Fire safety
- Natural disasters
- Man made disasters, including active shooters
- Emergency evacuation and shelter in place
- Emergency event response

### Emergency Action Plans

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.

Emergency action plans involve time spent preparing for foreseeable situations and planning responses/action items. Planning can save lives and can also reduce damage; therefore, each person needs to be familiar with their duties in the event of an emergency.

### Fire Safety

**Alarms** – Your employer will explain how to sound alarms and report 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
- 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 extinguishers. There are four different classes of fires: ordinary combustibles, flammable liquids, energized electrical equipment and combustible metals. 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 liq-



## 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.

uids, 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.

**Fight or Flee** – OSHA allows employers to implement a “fight or flee” policy. This means that employers can choose to fight small fires or to have a policy to evacuate the facility for any fire, no matter how small. Small fires in beginning stages can often be extinguished with a portable fire extinguisher.

**Containment** –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 action contains the spread of the fire and can slow it down.

## 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. 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 action, such as seeking shelter. Sheltering during severe windstorms and thunderstorms includes 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. You should be prepared to monitor weather via radio/television/phone/web applications and be familiar with emergency shelter procedures.

**Hurricanes** – Hurricanes are coastal disasters and allow for longer periods of preparation, 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 an organization’s ability to operate. Hurricanes may also be accompanied by tornadoes, severe thunderstorms, and flooding.



**Flooding** – Depending on the cause and your geographical location, there may be a warning period for floods, however flash flooding from severe storms can occur suddenly. Monitoring of weather forecasting and bulletins is the best method for awareness and preparation. In most 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 or evacuate by watercraft.

### Active Shooter Situations

The FBI states that *“it is not uncommon for people confronted with a threat to first deny the possible danger rather than respond.”* It may take a conscious effort to overcome denial so that you can respond immediately. The following response actions are summarized by the Department of Homeland Security as Run/Hide/Fight. Rehearse them in your mind so that they can easily be recalled.

1. Evacuate (Run)
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep hands visible
  - Help others escape if possible
  - Keep moving away from the area under attack until you are in a safe location
  - Following the incident, ensure that you have been accounted for
2. Hide Out (Hide)
  - Hide in an area out of the shooter’s view and with protection from shots fired, if possible
  - Block entry to your hiding place and lock doors
  - Silence cell phones/pagers and remain quiet

- Look for other avenues of escape and identify ad-hoc weapons
3. Take Action (Fight)
    - As a last resort, and only when your life is in imminent danger, attempt to incapacitate or disrupt the shooter
    - Act with aggression and throw objects at shooter
    - Commit to your actions

It may be necessary to use more than one option in the Run/Hide/Fight continuum, such as hiding first until there is an opportunity to run. The options used will depend upon how close you are to the shooter and what you perceive to be the safest action. If you are able to do so safely, try to notify others of the situation and contact emergency responders as soon as possible.

**Other Disasters** – Other disasters such as riots, bomb threats, chemical releases, etc. may require evacuation or sheltering in place. Check with your supervisor for your facility’s procedures for other types of potential disasters.

### Evacuation versus Shelter

Emergency evacuation and seeking shelter are the primary actions during a disaster or emergency. During your annual drill meeting, your Safety Officer will explain when to evacuate and when to shelter in place, based on the types of events anticipated for your workplace. Emergency evacuation of a practice may be required for several reasons, including fire, toxic chemical release, hurricanes, floods, etc. Evacuation should be a practiced and orderly event to reduce the potential for serious injury.



**Evacuation Routes** - Review the floor plan or evacuation map for your facility to ensure you are familiar with the most efficient exit routes. OSHA requires that an emergency evacuation map be posted prominently. 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 evacuating.

**Emergency Reporting/Notification** - Many facilities have policies to dial 911, while others may have a campus number. In areas without 911 service, the local sheriff or fire department may be the emergency response number. At times, employees may also be asked to notify a designated internal staff member, who summons outside assistance. If you are in immediate danger, evacuate and then call the appropriate emergency number.

**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 fire or chemical release evacuation 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. D

**Rescue and Medical Duties** - Some staff may 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, an exact frequency is not specified. 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 regular physical drills in which everyone exits the facility.

### 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, removing expired items, etc. ●



# e-Compliance Training Test

## Emergency Preparedness - July 2022

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** 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.

**Select One**      **T**      **F**

**2** OSHA requires that all employees be trained on the proper use of fire extinguishers.

**Select One**      **T**      **F**

**3** Quarterly evacuation drills are required by OSHA regulations.

**Select One**      **T**      **F**

**4** The assembly point is a designated area where everyone will gather after evacuating the facility to account for all staff members.

**Select One**      **T**      **F**

**5** A tornado watch is issued when conditions are favorable for a storm to develop. A tornado warning is issued when severe weather is in your area and it is time to take action, such as seeking shelter.

**Select One**      **T**      **F**

**6** The best way to help contain a fire is to open doors and windows as you leave the building.

**Select One**      **T**      **F**

**7** The Department of Homeland Security summarizes its active shooter guidance as "Run/Hide/Fight."

**Select One**      **T**      **F**

**8** Hurricanes may necessitate extended evacuation to locations far removed from the affected area. Hurricanes may also be accompanied by tornadoes, severe thunderstorms, and flooding.

**Select One**      **T**      **F**

**9** During an evacuation, it is best to use elevators, because they are quicker than taking the stairs.

**Select One**      **T**      **F**

**10** "ABC" fire extinguishers are commonly used. "A" stands for trash, wood or paper, "B" represents liquids, and "C" stands for electrical equipment.

**Select One**      **T**      **F**