



# RISK REMINDER

PARTNERING WITH TOWNSHIPS

## Emergency Planning

### ELEMENTS OF THE PLAN

A written emergency action plan must be developed to protect employees during foreseeable emergency situations. Elements of the Emergency Action Plan (EAP) must include at least the following items:

- Emergency Escape Procedures to include when to evacuate, how, and to where.
- Procedures for remaining employees shutting down equipment or critical processes. Employees critical to the emergency situation should know how and where to shut down temporary power and locate employee phone numbers.
- A means to account for all employees and patients on site after evacuation has occurred. Employee rosters of those working each day will need to be known or available.

### ALARM SYSTEMS

Employers must also create an audible alarm system. The alarm system, or means of notifying employees that an emergency situation exists, must have distinctive signals for each type of alarm or emergency situation, such as a fire evacuation or a tornado warning.

### EVACUATIONS

Evacuation types must be specified within the EAP and under what emergency situations they are to be used.

### TRAINING

- The employer must designate and train sufficient numbers of employees to implement various aspects of the EAP.
- Employers must review with each employee upon initial job assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency.
- The written plan must be kept at the work place and made available for employee review.



### BASIC TIPS

Know the locations of all exits and where emergency plans are posted within your facility. Evacuation diagrams showing the location of fire extinguishers, fire-fighting equipment, fire alarms and egress routes should be posted in each work area.

The purpose of an emergency plan is to avoid panic through an organized approach. All employees should know how to function in an emergency.

Participate in emergency evacuation drills and review responsibilities for an emergency evacuation beforehand so that you know what to do during an actual emergency evacuation.

The Federal Government provides the following internet web sites that offer information for Emergency Operations Planning:

Guide for all-hazard emergency operations planning: [www.fema.gov/pte/gaheop.htm](http://www.fema.gov/pte/gaheop.htm)

Terrorism attachment: [www.fema.gov/library/allhzpln.pdf](http://www.fema.gov/library/allhzpln.pdf)

Links to other sites: [www.fema.gov/library/allhzpln6g.htm](http://www.fema.gov/library/allhzpln6g.htm)

Local Officials Guide-Domestic Terrorism (This site is provided by the National League of Cities): [www.nlc.org/nlc\\_org/site/files/reports/terrorism.pdf](http://www.nlc.org/nlc_org/site/files/reports/terrorism.pdf)

## There are no second chances during a real emergency!

**For more information, contact TOIRMA at (888) 562-7861**

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