

# Emergency Planning

# Emergency Action

An emergency is any unplanned event that can cause death or significant injury to employees, customers, or the public.

Emergencies can shut down a business or organization, disrupt operations, cause physical or environmental damage, and threaten the facility's financial standing or public image.



# Emergency Action

Emergencies can be caused by naturally occurring events, such as:

- Tornadoes
- Earthquakes
- Hurricanes
- Floods
- Typhoons



## Emergency Action

Additionally, emergencies can be caused by human actions such as:

- Starting a fire
- Causing a chemical spill
- Committing hostile acts



# Emergency Planning

Would you know what to do in the event of a:

- Tornado?
- Fire?
- Hazardous chemical spill?



# Emergency Action Plans

Emergency Action Plans (EAP) must include:

- Evacuation procedures
- Procedures for critical plant operations
- Procedures to account for all employees
- Rescue and medical duties
- Means of reporting fires and other emergencies
- Names or job titles of persons to contact about the EAP



# Emergency Action Plans

General guidelines for an Emergency Action Plan are:

- Create a plan
- Practice your plan
- Set up ways to contact your family
- Stay calm
- Follow all warnings



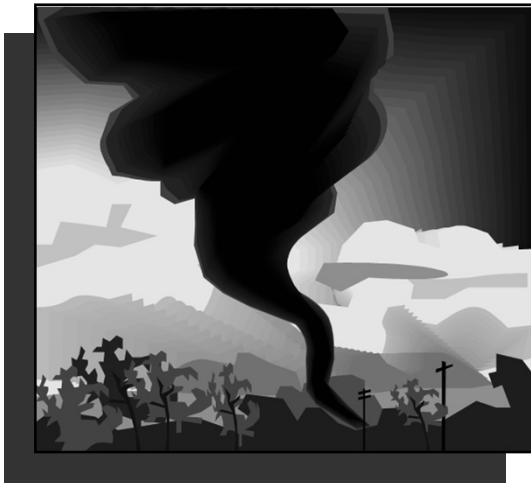
# Things You May Need

Here are some of the things you may need in an emergency:

- First Aid Kit
- Water
- Non-perishable food
- Basic tools
- Flashlight
- Bleach
- Blankets
- Fire extinguisher



# Tornadoes



Some emergency guidelines for tornadoes if you are inside are:

- Go to an interior room, hallway, storm cellar, basement, or lowest level of the building.
- Get away from the windows.
- Go to the center of the room.

# Tornadoes

If you are inside during a tornado, here are some more things to consider:

- Avoid places with wide-span roofs such as auditoriums or cafeterias.
- Get under a piece of sturdy furniture.
- Use your arms to protect your head and neck.
- If you're in a mobile home, get out and find shelter elsewhere.

# Tornadoes

If you are outside during a tornado, here are some emergency guidelines to follow:

- If possible, get inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building.
- Use your arms to protect your head and neck.

# Tornadoes

If you are in a moving vehicle during a tornado, follow these guidelines:

- Never try to “out drive” a tornado.
- Get out of the vehicle, get away from the vehicle, take shelter in a nearby building or lay down in a ditch or low-lying area.
- DO NOT hide under a bridge or overpass.

# Earthquakes

Emergency guidelines for earthquakes if you're inside:

- Stay inside.
- Take cover under a piece of heavy furniture or against an inside wall.

If you're outside:

- Move into the open, away from buildings, street lights, and utility wires until the shaking stops.
- Stay there until the shaking stops.

# Earthquakes

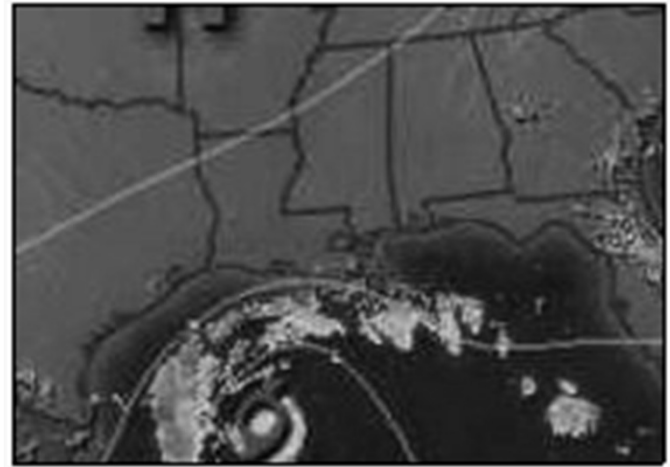
Emergency guidelines for earthquakes if you're in a vehicle:

- Stop quickly and stay in your vehicle.
- Move to a clear area away from buildings, trees, overpasses, or utility wires.
- Once the shaking has stopped, proceed with caution.
- Avoid bridges or ramps that might have been damaged by the quake.

# Hurricanes

## Emergency guidelines for hurricanes:

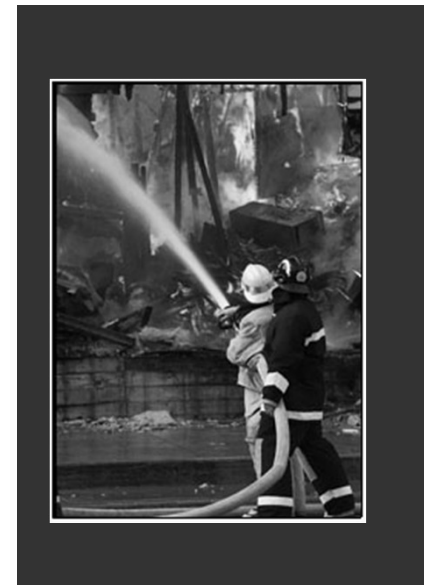
- Prepare an evacuation plan.
- Assemble a disaster supply kit.
- Install hurricane shutters or plywood.
- Listen to the instructions of local officials.



# Fires

## Emergency guidelines for fires inside buildings:

- Get out and stay out.
- Be aware of primary and alternate exit routes.
- Crawl low when necessary.
- Feel closed doors to see if they are hot before using them.
- Signal or call for help.





# Chemical Spills

Here are a few emergency guidelines for chemical spills:

- Call “911”.
- Get far away from the chemical.
- Follow instructions of local officials.

# Hostile Acts

## Emergency guidelines for hostile acts:

- Remain calm.
- Follow the instructions of local officials.
- Listen to your radio or television for news and instructions.
- If possible, provide first aid and get help.
- Check on your neighbors, especially those who are elderly or disabled. \
- Call your family contact, then avoid using your telephones so they will be available for further emergency response calls.

# Summary

With emergency planning, you can StartSafe and StaySafe by:

- Recognizing the importance of planning.
- Understanding the types of emergencies you may have in your area.
- Familiarizing yourself with your surroundings.
- Knowing your employer's Emergency Action Plan (EAP).
- Following the guidelines that are established in the emergency action plan.
- Following the guidelines for staying safe in the aftermath of an emergency situation.
- Visiting [www.fema.gov/areyouready](http://www.fema.gov/areyouready) for more information.