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EMERGENCY PLANNING

MODULE DESCRIPTION

This module will cover the importance of planning ahead for any emergency that may occur and knowing what to do to protect yourself and others when faced with an emergency situation.

OBJECTIVES

After completing this module, students will be able to:

- Understand the importance of emergency planning.
- Explain the general guidelines of emergency preparedness.
- Define the term Emergency Action Plan.
- List preparation guidelines for different emergency situations.

MODULE OUTLINE

1. The Importance of Emergency Planning

When an emergency takes place, having a plan could protect you and others from injury or even save lives.

In order to plan for any emergency, you have to know the types of emergencies that could occur around you.

- Emergencies can be caused by natural conditions such as tornados, earthquakes, or hurricanes.
- They could also be caused by human actions, both deliberate and accidental.

Without a plan in place prior to an emergency, your response will be disorganized and potentially fatal.

2. Emergency Planning: Resources and Guidelines

The best way to be safe is to be prepared.

To StartSafe, have the *resources* you need available to you. To StaySafe, follow the general emergency *guidelines* to prepare yourself and others for an emergency situation.

- Emergency Resources:

- First Aid Kit
- Water
- Non-perishable Food
- Basic Tools
- Flashlight
- Bleach
- Blankets
- Fire Extinguisher

In addition to your home emergency kit, you should also keep a small emergency kit in your vehicle with items you might need should you be stranded.

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- Emergency Preparation Guidelines:

- Creating a personal, work, or family emergency plan.
- Practicing the plan (for instance, hold a fire drill).
- Knowing how to contact your family in an emergency.
- Knowing if you should stay, get away, or find cover based on the best practices for different types of emergencies.

- o You can learn more about Emergency Preparedness from the Federal Emergency Management Agency (FEMA) at www.fema.gov

3. What is an Emergency Action Plan (EAP)?

For employers, a part of emergency planning is creating an Emergency Action Plan (EAP).

An EAP is simply a plan created to help people respond to emergency situations in a safe and organized manner.

An EAP:

- Identifies emergencies that might reasonably occur
- Provides procedures for alerting people about an emergency
- Assigns responsibilities to those affected
- Outlines evacuation routes
- Identifies medical response options
- Designates an assembly area
- Provides a way for employees and family members to get information about what is happening

It is important to know what to do in the event of an emergency, and, at work, your employers EAP will provide you with guidance.

4. Emergency GuidelinesTornado

Inside:

- 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.
- 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 in a mobile home, get out and find shelter elsewhere.

Outside:

- 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.

In a Moving Vehicle:

- Never try to out drive a tornado.
- Get out of the vehicle and get away from it. Take shelter in a nearby building or lie down in a ditch or low-lying area.
- DO NOT hide under a bridge or overpass.

3. Emergency GuidelinesEarthquake**Indoors:**

- Stay inside.
- Take cover under a piece of heavy furniture or against an inside wall away from windows and tall furniture, such as bookcases, that could fall on you.

Outside: Move into the open, away from buildings, street lights, and utility wires until the shaking stops.

In a moving vehicle:

- Stop quickly and stay in the 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.

After the earthquake, be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks typically occur in the following hours or days, but can take place for weeks or even months after the quake.

4. Emergency GuidelinesHurricane

Prepare an evacuation plan by identifying ahead of time where you could go if you are told to evacuate.

Assemble a Disaster Supply Kit including items such as; first aid kit and essential medications, canned food and a can opener, at least three gallons of water per person, protective clothing, rainwear, bedding, battery-powered radio, flashlight, and extra batteries.

Prepare for high winds by installing hurricane shutters or purchase pre-cut 1/2" outdoor plywood boards for each window of your home.

If a Hurricane Watch or Warning is issued, listen to the advice of local officials, and evacuate immediately if told to do so.

5. Emergency Guidelines Building Fire

If you see smoke or fire in your first escape route, use an alternate way out. If you must exit through smoke, crawl low under the smoke to your exit.

If you are escaping through a closed door, feel the door first and, if it is warm, use an alternate way out.

If smoke, heat, or flames block your exit routes, stay in the room with the door closed. Signal for help using a bright-colored cloth at the window. If there is a telephone in the room, try calling 911 and tell them where you are.

Once you are out of the building, stay out!

6. Emergency Guidelines Chemical Release

While sometimes these incidents may result in a fire or explosion, many times you may not see or smell anything unusual.

In the event of a chemical emergency, certain authorities should provide instructions for actions you should take.

7. Emergency Guidelines Hostile Act

Remain calm.

Follow the instructions of emergency 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 restrict your use of the telephone lines so they will be available for further emergency response calls.

8. Start Safe

Just in case you are ever in an emergency situation, you can Start Safe by:

- Recognizing the importance of planning your emergency response before there is an actual emergency.
- Understanding the types of emergencies that could occur.
- Familiarizing yourself with your surroundings and thinking about what you would do in an emergency.
- Knowing your employers Emergency Action Plan (EAP).
- Planning your actions so you can Start Safe and Stay Safe should an emergency occur.

In the event of an emergency, aim to Stay Safe by:

- Following the guidelines that are established in your employers emergency action plan.
- Following the general safety guidelines for natural or human-caused emergencies.