

GENERAL PREPAREDNESS INFORMATION

- Training and preparation are critical to being able to respond in a calm, effective manner during an emergency.
- Workers should be familiar with the potential hazards presented by the equipment or materials in their work area. This includes being familiar with nearby chemicals and understanding the severity of the hazards presented in the event of a leak or spill.
- Employees should know how to shut down machinery, equipment and processes in their work area. Should an emergency occur, cutting the power or isolating processes may be essential in minimizing injuries or damage.
- You should also know the location of any emergency equipment in your work area and how to use it. This may include, but isn't limited to, alarms, fire extinguishers, safety showers or eye wash stations, spill response kits or emergency medical devices.
- Become familiar with exits, evacuation routes, storm shelters and designated meeting places that the facility uses should an emergency force an evacuation of the premises.
- Many facilities have a trained first response team to deal with injuries and medical emergencies. Make sure you know how to summon this team if needed.
- You should also know the closest location of a phone, which will allow you to contact 911 or other off-site emergency responders.
- Training and preparation help ensure a calm response to emergencies. This is why it is so important to participate in emergency drills and response training when they occur.
- Take all of your emergency response training seriously, ask questions and make sure you fully understand the training you receive.
- If your facility uses different alarm sounds or sequences to signify specific emergencies, make sure you know what each sound indicates and the proper response. This is critical because the proper response to one type of emergency may be the wrong response to another.
- Should an emergency occur, remember to stay calm and follow any instructions given to you by your supervisor or transmitted over intercoms, loudspeakers or other means of communication.

FIRE EMERGENCIES

- If you discover a fire, alert co-workers in the area immediately. If it's possible to reach a fire alarm safely, make sure to activate it.
- If the fire involves machinery or equipment, shut it down if it is safe to do so.
- If you are trained and authorized to use a fire extinguisher and there is one nearby that is rated for the class of fire you're facing, you must make two quick decisions. • First, is the fire small enough that it can be safely extinguished with one extinguisher? Second, will you have a safe way out of the area should the fire get out of control?
- If you determine that you can fight the fire successfully, position yourself about eight feet from it and use the PASS method to operate the extinguisher.
- PASS stands for Pull the pin; Aim the nozzle at the base of the fire; Squeeze the trigger to discharge the extinguisher; Sweep the nozzle from side to side.
- It's a good idea to continue sweeping the fire until all the extinguishing agent has been used, even if the fire appears to be out before then and then evacuate the area immediately.
- Don't try to find another extinguisher if you have been unable to extinguish the fire. Place the empty one on its side and evacuate to the meeting area designated for fire emergencies.
- If you decide you can't safely extinguish the fire or you aren't trained and authorized to use an extinguisher, evacuate the area immediately and go to the designated meeting area. Remain in the meeting area until you are given permission to leave.

MEDICAL EMERGENCIES

- Severe injuries and other health issues are another type of workplace emergency that we all may encounter at some point.
- When you discover an injured or severely ill co-worker, immediately call out for help and then determine the nature and severity of the injury or illness so you can decide on the next course of action.
- Typically, the best course of action in these situations is to activate the facility's emergency plan for reporting injuries so first responders can arrive quickly and provide assistance.
- If the injured person is bleeding, you should avoid contact or take universal precautions to protect against bloodborne pathogens. Try to help calm the victim and reassure them that help is on the way.
- If the victim has stopped breathing, perform CPR if you're trained to do so; otherwise, stay with the victim until help arrives.

CHEMICAL SPILLS, RELEASES & EXPOSURES

- Chemical spills, releases and exposures are another class of emergency that can occur in many facilities.
- In the event of a chemical spill or release, you must quickly assess the situation. You will need to decide if the chemical is hazardous, if you have the appropriate equipment and training to contain or clean up the spill and if you have the proper personal protective equipment available to prevent exposure.
- Keep in mind that only trained and authorized workers may conduct a spill control and clean-up operation involving hazardous chemicals.
- All other workers must follow the company's procedures for quickly reporting a chemical spill or release. When reporting the incident, be sure to include the type of chemical or material that spilled, the quantity and the location of the spill or release.
- If you are certain the chemical does not present an immediate or severe hazard, mark the spill with a sign or erect a barricade. Notify affected co-workers of the spill and keep clear of the area until it has been properly contained and cleaned up by the spill response team.
- If you determine that the spill or release poses an immediate risk to you and your co-workers, don't attempt to mark it, contain it or clean it up. Leave the area immediately and follow the procedures outlined in your company's emergency plan.

EXPOSURES

- Another type of emergency situation related to chemicals is that of exposure.
- When a worker's skin or eyes come into contact with harmful chemicals or substances, prompt action must be taken. This is why it is so important for workers to know the location of safety showers and eye wash stations in their work area and be trained in their use.
 - Part of this training should include practicing the route to the closest safety shower or eyewash from your workstation with your eyes closed or while blindfolded.
 - Being splashed in the eyes with a chemical may leave your vision impaired and unable to see. Practicing for this occurrence will allow you to calmly find your way.
- When skin or eyes are exposed to a hazardous chemical, flush the affected area for 15 to 20 minutes and then seek medical attention immediately.
- When using the safety shower, you should remove outer layers of clothing which have been exposed to the chemical.

SEVERE WEATHER EMERGENCIES

- All workplaces are susceptible to severe weather emergencies because severe weather can happen anywhere, at any time.
 - Being prepared is crucial to staying safe in severe weather. Severe weather often strikes with little or no warning.
 - Pay attention when your facility conducts severe weather response training. This training will instruct you where to go and what to do when severe weather strikes.
- During a severe storm, stay away from windows and outside doors.
- Upon receiving word to go to the storm shelter area, promptly shut off any running machinery or processes, if necessary, and walk calmly and
 - In these severe weather emergencies, always follow the instructions given to you by the company, which may include evacuating to a location away from company property.