

Emergency Planning

Safety Meeting Packet

Protect Your Workforce



employers should use their best judgement in developing their emergency plans.

Emergencies can happen at any time, so it is important for businesses to be prepared for any emergency. One of the best ways to be prepared is to develop an emergency response plan. When employers have an emergency plan, it can help employees respond to a disaster quickly and safely. Having a detailed emergency plan can also help save your employees from injuries and your business from destruction. A single plan cannot cover all contingencies, but

Exit Routes

In most emergencies, the key to limiting injuries and loss of life is developing an effective way to evacuate quickly. Make sure your exit routes are safe and efficient by:

- Making the exit route design permanent.
- Ensuring that the number of exit routes is adequate for the number of employees, the size of the building, building occupancy, and the arrangement of the workplace.
- Separating an exit route from other workplace areas with materials that have the proper fire-resistance rating, for the number of stories the route connects.
- Ensuring that exit routes meet width and height requirements that are sufficient to accommodate the maximum permitted occupant load of each floor.



- Ensuring that the doors used to access exit routes have side hinges and do not swing against traffic.
- Designing exit routes that lead to an outside area with enough space for all possible occupants.
- Maintaining the fire-retardant properties of paints and solutions that are used in exit routes.
- Ensuring that required exit routes and fire protections are available and maintained, especially during repairs and alterations.
- Ensuring that employee alarm systems are installed, operable, and in compliance with local standards.
- Directing employees to exit routes with clearly visible signs.
- Posting appropriate signs indicating “NOT AN EXIT,” when an exit route may have additional openings.
- Arranging exit routes so that employees are not exposed to the dangers associated with high hazard areas.
- Preventing obstructions, such as decorations, furnishings, locked doorways, and dead-ends within exit routes.

First Aid

To handle potential workplace injuries, employers must ensure that adequate resources and training are available to workers.

At a minimum, employers should:

- Ensure that medical personnel are ready and available to give advice and consult on the overall employee safety and health condition in the workplace.
- Provide trained personnel and adequate first-aid supplies to render first-aid when a medical facility is not near the workplace.
- Provide suitable facilities for immediate emergency use if exposure to injurious materials is possible.
- Adequately train personnel expected to administer first-aid until formal emergency medical treatment arrives.

Fire Extinguishers

Employees who use portable fire extinguishers can often put out small fires or control a fire until additional help arrives. Before an emergency occurs, employers must decide whether employees are authorized to use fire extinguishers or must immediately evacuate the area.



- Employers should select and distribute fire extinguishers based on the class, size, and degree of potential workplace fire hazards. They should mount, locate, and identify the extinguishers so they are readily-accessible in an emergency.
- Employers should ensure that the travel distance from the employee to the nearest extinguisher meets the requirements for the potential class of fire.
- Employer-provided fire extinguishers should be certified or approved, and must be maintained and in working order. Maintenance must include monthly visual inspections, hydrostatic testing, and annual internal examinations. Employers must also maintain all associated documentation for each extinguisher.
- If fire extinguishers are provided for employee use, employers must provide an educational program at the time of hire and at least annually, thereafter.

Alarm Systems

Workplace alarm systems alert employees of a potential emergency and signal to begin implementing emergency action.



- Alarm systems should provide a distinctive and perceivable alarm for identifying emergency action or safe evacuation.
- Specific requirements may apply if the alarm system includes telephones/manual operations, the workplace has 10 or fewer employees, or alarms serve more than one purpose.
- Employers should ensure that all equipment used for alarm systems is certified and spare components are available to repair potential malfunctions.
- Alarm systems should be tested frequently and employers should follow special safety requirements for testing or restoring alarms.
- There should be established procedures for when and how to sound an alarm and indicating what each alarm type means.

Emergency Action Plan

An emergency action plan must establish procedures that prevent fatalities, injuries, and property damage. In fact, under certain OSHA regulations, certain industries and employers that have over 10 employees may be required to have an emergency plan. Under these regulations, emergency action plans must:

- Identify possible emergency scenarios based on the nature of the workplace and its surroundings.
- Provide a written emergency action plan.
- Include both fire and emergency reporting procedures.
- Include procedures for emergency evacuation. Procedures listed must include the type of evacuation and identify exit routes.
- Establish protocols to guarantee critical operations are still completed.
- Establish procedures to account for all employees after evacuation.
- Establish procedures for employees performing rescue and medical duties
- Provide the names of who to contact for further information or explanations about the plan.

Employers must review the emergency action plan with each employee when the plan is developed or the procedures change. This includes providing training to employees who are expected to assist in evacuations and complete other emergency procedures.

Emergency Response Teams

To help assist with the chain of command and spread out responsibilities during crucial time, employers may want to designate a group of employees to train in emergency-response. However, having team members that work well under pressure and can physically carry out their duties is vital to creating a successful response team.

Common training for team members should include:

- Operation of fire extinguishers on the premise
- CPR certification in case of a medical emergency
- OSHA bloodborne pathogen standards
- Proper procedures in case of emergency shut-down
- Upkeep of all first-aid kits and knowledge of all equipment available
- Knowledge of hazardous materials and proper tactics to control spills

For more information regarding emergency planning and preparedness, please see the following OSHA standard:

- 29 CFR 1910.38
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Emergency Planning Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

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Internal Procedures Reviewed:

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By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
