Are You Prepared For An Emergency Meeting Kit



Emergencies in the workplace cannot be eliminated, but if you have an emergency action plan in place and have trained workers to respond quickly and appropriately you can optimize efficiency, relieve anxiety, and save lives.

Management commitment and worker involvement are essential to an effective emergency action plan. The action plan should be explained to workers and reviewed whenever the plan or responsibilities change.

STEPS TO EMERGENCY PREPAREDNESS

When it comes to emergency preparedness, the best strategy is to Prepare and Plan to safely Respond.

1. Evaluate Existing Plans: Your first step is to review and re-evaluate your company's emergency response plan, making sure that plans are in place for all possible types of emergencies. These can include, but aren't limited to:

- Fires and explosions.
- Hazardous material incidents and chemical spills.
- Hurricanes, earthquakes, tornadoes, floods, lightning and winter storms.
- Infectious disease outbreaks and pandemics.
- Terrorist attacks, biological agents (bioterrorism), civil disturbances, bomb threats and workplace violence.
- Power outages.
- Vehicle or aircraft incidents.
- Structural collapses.

2. Train Workers: Review your company's emergency response procedures and policies with workers. Ensure that all employees (including new and returning workers) have received orientation and training in these areas:

- Their specific roles and responsibilities in your company's emergency response procedures.
- The potential hazards, threats and protective actions specific to your workplace.
- Your company's established communication procedures, including

notifications and warnings.
- Your company’s evacuation and shelter procedures.
- The location of common emergency equipment and how to use this equipment.
- The emergency shutdown procedures; and
- Established home communication plans for workers to contact and locate family members during an emergency.

3. Communicate Plans and Procedures: Once everyone has received proper training, it’s important to keep workers up to date and involved in your company’s emergency planning. Use internal communications tools such as handouts, posters, newsletters and intranets to keep workers informed of emergency plans and procedures.

4. Practice, Practice, Practice: It’s also important to practice your emergency response plan. Schedule regular drills and exercises for all potential situations to help keep your workers prepared for the unexpected.

5. Drive the Message Home: Emergencies also occur in the home and the community. Stress to workers the importance of developing and testing family and individual emergency preparedness plans.

FINAL WORD

The key to surviving an emergency that occurs in the workplace is embedded in the Preparation and Practice and more Preparation and more Practice. Emergencies can occur at work and at home and only preparation and practice can save lives.