

PRESENTER'S GUIDE

"EMERGENCY PLANNING"

**Training for Federal, State and Local
Emergency Planning Regulations**

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **It has often been said that if something can go wrong... one day it will.**
 - We need to plan for that day.
 - Accidents will happen. Emergencies do occur.
 - But they don't have to become disasters if we prepare for them.
 - Because what we know and do, what we anticipate, plan for, and practice, will keep damage and injury to a minimum.

- **Emergencies can come at us from any direction, at any time. They can stem from:**
 - Natural causes
 - Human error.
 - Medical emergencies.
 - Gas leaks,
 - Fires.
 - Explosions.
 - Hurricanes.
 - Floods.
 - Even riots and acts of terrorism.

- **The effects of an emergency can be devastating.**
 - People can be hurt, and people can die.
 - Your facility can suffer serious physical damage, and so can the surrounding community.
 - Your company's reputation could be damaged, even when the emergency isn't your "fault".

- **Of course we can't prepare for all possibilities, and we can't prevent every incident.**
 - But planning enables us to get a head start on most of them, so we can minimize their effect on our facilities and the people who work there.

- **One common factor that emergency planning must address is stopping the "domino effect."**
 - That's when an emergency continues to spread as events move from one area to the next, intensifying and picking up speed as they go.
 - If we're prepared, we can shut this process down and keep problems from growing worse.
 - Planning ahead enables us to act quickly and effectively.
 - We need to follow the procedures prescribed in our Emergency Action Plan.

- **Your facility's Emergency Action Plan was assembled by your own "Crisis Management Team".**
 - Members of this team come from a number of different departments.
 - They bring with them an assortment of useful skills and experience.

- **Input may have also been provided by representatives from local emergency response groups, like the police and fire department.**
 - Your community may also have its own emergency management council that coordinates response operations.
 - If so, they probably collaborated on your Emergency Action Plan as well.
 - What all these people have in common is that they bring valuable information to the planning process, information that will help your facility deal effectively with emergencies.

- **The Emergency Action Plan that your team has created is a very comprehensive document that includes...**
 - The types of emergencies that may arise at your facility.
 - The strategies used to combat these situations.
 - The names and numbers of facility representatives who should be contacted if an emergency occurs.

- **The plan will also list:**
 - Departments within your facility that can provide emergency assistance and equipment.
 - Community groups and other "outside" resources that can be of help.
- **Detailed descriptions of all facility warning sirens and alarms will be included.**
 - It's critical to be able to recognize these sounds and know what they mean, so you can take immediate action if you hear one.
- **Vital information on evacuation routes and procedures will be provided as well.**
- **Approved procedures for the emergency shutdown of department and facility operations are an important part of your Emergency Action Plan, too.**
- **Does your name appear in the Emergency Action Plan?**
 - If you have special skills, such as first aid or CPR, these abilities can make you very valuable in a crisis.
- **One type of crisis in particular has a lot of people concerned these days... terrorism.**
 - Terrorist activity is one type of risk that many facilities are starting to focus on in their emergency planning.
 - To help companies that want to protect themselves from a terrorist attack, OSHA has developed a planning tool called the "Fire and Explosion Planning Matrix".
 - The title reflects the fact that an explosive device or an act of arson can be a quick and effective way for terrorists to target a facility.
- **The matrix helps you estimate your facility's risk of a terrorist attack by considering three "risk factors":**
 - How vulnerable your facility is to an attack.
 - Whether your facility would be a terrorist's "preferred target".
 - How serious any damage or disruption would be, not only to your facility, but to the community and other businesses.

- **Whether these risk factors apply to your facility depends on whether it...**
 - Uses, handles, stores or transports hazardous materials.
 - Provides essential services.
 - Has a high volume of pedestrian traffic.
 - Has limited means of egress.
 - Has a high volume of incoming materials.
 - Is considered a "high profile" site.
 - Is part of the transportation or communication systems.

- **Based on these considerations, facilities are classified in one of three "risk zones".**

- **The "Green Zone" includes workplaces that are not likely to be a terrorist target, either because:**
 - Their vulnerability is limited.
 - An attack wouldn't be particularly damaging.
 - Little disruption would occur even if an attack were successful.

- **The "Yellow Zone" includes workplaces that may be attractive targets for terrorists because one, but only one, of the three risk factors is high.**

- **The "Red Zone" includes workplaces for which two or all three of the risk factors are high.**

- **If your facility is classified as a "Yellow" or "Red Zone" location, your Emergency Action Plan will need to address how to respond to a terrorist incident.**
 - The Fire and Explosion Planning Matrix can provide guidance here by suggesting planning considerations as well as preparedness measures.
 - But overall, emergency planning depends on the knowledge and participation of employees like yourself.

- **Effective emergency planning requires the input and participation of everyone in your facility, including you.**

- **So start thinking like an emergency planner.**
 - Figure out what needs to be done in the event of an emergency in your area, and how you can help to stop

the "domino effect" from making things worse.

- Remember to ask yourself "What if" questions like "What if the valve on tank number three blew out?" or "What if a fire spread into our department?".
- **These are the same types of question that the Crisis Management Team asked themselves when they put your Emergency Action Plan together.**
- **Asking questions is one of the best ways that we can prepare ourselves to take action in an emergency.**
 - It also trains us to spot potential hazards before things become dangerous
 - For example, signs of future trouble could include a leaky valve, a pile of flammable materials, or a broken lock on a security door.
- **Maintaining a rigorous monitoring and preventive maintenance program is an important facet of emergency planning.**
 - Keeping things shipshape can prevent a lot of problems.
 - Be sure to keep accurate records of any repair work, because for a plan to be effective, the information it contains must be up-to-date.
- **The Crisis Management Team must also be made aware of any physical changes that are made in your department.**
 - Things like expansion, equipment modifications, new roads or rail lines can significantly alter how an emergency should be handled.
 - Because this information is vital to effective emergency planning, you need to know the proper channels and procedures for reporting changes, or any other potential problems.

- **A facility's employees are essential participants and partners with the Crisis Management Team.**
 - Emergency preparedness is something that we all need to think about, and practice!
- **You know how they say... "Practice makes perfect"?**
 - This is especially important with emergency planning.
- **Your Crisis Management Team will periodically test your Emergency Action Plan in several different ways.**
 - They may stage "tabletop" drills, by using diagrams or models to simulate a crisis at the facility.
 - Additional complicating problems, such as the spread of fire to an adjacent department, can be introduced into the exercise to make the emergency more challenging.
- **Key site personnel as well as people from outside agencies will participate in the drills.**
 - This will enable them to learn more about potential problems that could occur, and to become familiar with their emergency response roles.
 - These exercises also give everyone a chance to practice working together.
- **Afterwards, the team will critique how well their strategies worked.**
 - Studying how things unfolded will help them determine what parts of the plan may need to be adjusted.
- **Tabletop drills are useful, but the best way to judge your "real-world readiness" is through a live exercise.**
 - Facility-wide drills allow people to physically interact in a setting that closely mirrors a real emergency.
 - Participants get more than a taste of what things would be like.
 - They work on the same kinds of problems found on a "tabletop", but they tackle them in the actual physical plant, with their coworkers, in real time.
- **At the beginning of the exercise, key personnel report to their assigned areas, where they are briefed on the emergency, just as in a real crisis.**

- **Fire brigades and emergency response teams are dispatched on rescue missions.**
 - Efficient communication between them and facility personnel is crucial.
- **News reporters are often invited to take part, as well.**
 - In a real incident, your communications people will need to know how to deal effectively with the press.
- **One of the major benefits of a full scale exercise is that it shows each of us what our own responsibilities are.**
 - For instance, it reminds us that we need to know the locations of alarms, fire extinguishers and exits.
- **In some situations you may even be called upon to shut down production lines, or to cut off the power to entire work areas.**
 - Smaller pieces of equipment and even breakroom appliances may need to be unplugged.
 - Remember to shut windows and doors to prevent fire and smoke from spreading through the building.
 - If time permits, you may have to put hazardous materials that you're working with into safety containers or secure storage areas.
- **If a chemical spill is involved, clean-up procedures will need to be instituted.**
- **Outer doorways and access roads must be kept clear, so that rescue teams and emergency vehicles will have the fast, easy access they need.**
- **Practicing evacuation procedures is a major goal of the exercise, because it's crucial for personnel to leave work their areas in a quick and orderly fashion.**
 - Be prepared to use alternate escape routes if you discover the main ones are blocked.
- **Once evacuees have reached the pre-planned "safe area" or "marshalling point", a "head count" will be taken.**
 - If all personnel cannot be accounted for, the Crisis Management Team will then order a search and rescue attempt.

- **If on-the-scene reporters ask you for comment during an exercise or in a real-world emergency, you should avoid talking to them.**
 - Though they may press you, rumors and speculation can create complications both during and after an emergency situation.
 - So refer all reporters to the company's official communications people.
 - That way you make sure only the real story gets out.
- **On the most basic level, drills and exercises remind us of the important part we play in handling an emergency situation, and how to work together for everyone's safety.**
 - So it's crucial that everyone participate.

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- **Emergencies almost always catch us by surprise. But if we've done our "homework", they don't have to result in disaster.**
- **Remember that cooperation is the key to creating and executing a successful Emergency Action Plan.**
- **Ask yourself "What if?" questions. They can help you to identify potential problems.**
- **Do preventive maintenance on machinery and systems, so that they won't create an emergency.**
- **Report any physical changes to your facility that might require your Emergency Action Plan to be updated.**

- **Know the meaning of alarms, the location of fire extinguishers, and your best evacuation routes.**
- **Above all, get involved! Take your facility's Emergency Action Plan seriously, and participate in keeping it up to date and practicing its procedures.**
- **The best way to ensure everyone's safety in an emergency is by preparing for it well before it happens!**