

# Emergency Action Program



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Emergency Action Plans  
Standard (29 CFR 1910.38).*



EMPLOYER KNOWLEDGE SERIES

# **Emergency Action Program**

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# Introduction and Implementation

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## Introduction and Implementation

### About this Manual / Disclaimer

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An Emergency Action Program as outlined herein can only be effective if taken seriously and followed through. Each company is unique. The needs of your company should be examined and implemented into the program in order to make it successful. It is essential that the employer demonstrate at all times their personal concern for employee safety and health, and the priority placed on them in your workplace. The policy must be clear. The employer shows its importance through their own actions.

The best emergency action plan is a team effort that involves employees in the planning process as well as the implementation stages. Encourage employees to offer suggestions and be a part of finding solutions. With the proper training, employees can be valuable resources in emergency rescue efforts and plan facilitation. Once the plan is developed, review it with your employees and make sure that everyone knows what to do before, during and after an emergency. Keep a copy of the plan in a place where employees are able to reference it and make sure that you conduct semiannual inspections to verify that equipment and surroundings comply with OSHA regulations. This manual will guide you through every step of the process from plan inception to annual inspection.

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### **Implementation Procedures**

The following is a list of specific procedures to follow when implementing the materials contained in this manual. These steps may be performed by an Owner / Operator, Office Manager, HR Manager, Safety Manager or designated administrator. The purpose of these implementation procedures is to ensure that the materials contained herein are used as intended. While there are numerous ways to implement this program, please note that deviating from these procedures may result in an oversight or possible misuse of the information provided.

1. Review the “Frequently Asked Questions” and “Overview of OSHA Requirements” in this section to understand your obligations under current regulations pertaining to emergency action plans.
2. Designate an individual at your business as the EAP Administrator. This individual will be responsible for keeping your finished plan up-to-date, maintaining copies and answering questions from affected individuals. The Administrator should review this program in its entirety and use the materials enclosed herein for the development of your EAP.
3. Write the name of the designated EAP administrator in the space provided on your Emergency Action Plan Awareness Poster.
4. Post the Emergency Action Plan Awareness Poster in an area frequented by employees during the normal course of the workday. (If you need additional copies, contact Personnel Concepts at 800-333-3795.)
5. Refer to the OSHA standards in Chapter 2 for a comprehensive listing of requirements pertaining to exit routes, emergency exits, plan components and fire extinguishers.
6. Read the “Types of Emergencies” section for information on the various kinds of workplace emergencies that should be addressed by your completed plan. Pay close attention to the various national disasters described in this section, as some are more likely to occur in specific regions and may require special attention depending on where your facility is located.
7. Review the “Employer Guide to Emergency Action Planning” for a detailed examination of the steps required to formulate an effective, compliant emergency action plan.
8. Use the “Emergency Preparedness Checklist” at the end of Chapter 4 of this program to determine if your company meets specific requirements under OSHA’s standards. This checklist will also help you determine which areas you need to address to achieve compliance. We recommend using this form at least semi-annually, though many companies perform self inspections on a monthly or quarterly basis. Additional copies of the “Emergency Preparedness Checklist” can be found in Chapter 7.

9. Upon completion of the checklist, address any areas identified as potentially being out of compliance. Refer back to the OSHA standards in Chapter 2 to determine your specific obligations.
10. Design and post emergency evacuation maps that clearly show emergency exit routes and indicate where emergency equipment is stored. (For a customizable solution, contact Personnel Concepts at 800-333-3795.)
11. Customize the pre-written plan in Chapter 6 by filling in your company name, emergency contact information, the name of your designated administrator, and other details about your company's processes, procedures, facility and geographic locale.
12. Distribute the completed customized plan to your employees along with the EAP Acknowledgment Form contained in Chapter 7 of this manual.
13. Obtain signed copies of the Acknowledgement Form from each employee, and store a copy in the employee's personnel file.
14. Use the "Employee Training Sheets" in Chapter 5 to train your workforce on the types of emergencies that are addressed by the plan and the appropriate safety procedures to use when such emergencies occur.
15. At least once annually, complete the EAP Annual Assessment Form to meet specific OSHA requirements for reviewing and maintaining the plan.
16. Complete the Emergency Preparedness Checklist at least semi-annually to ensure that affected areas are still in compliance.
17. Ensure that the designated administrator updates the plan at least annually or whenever circumstances change. Whenever the plan is updated, copies should be distributed to all employees along with a new EAP Acknowledgment Form.

## **Frequently Asked Questions**

### **Q: What is an emergency action plan?**

A: An emergency action plan (EAP) is a written document required by particular OSHA standards [29 CFR 1910.38(a)]. The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. A poorly prepared plan, will likely lead to a disorganized evacuation or emergency response, resulting in confusion, injury and property damage.

### **Q: Who is required to have an EAP?**

A: Almost every business is required to have an emergency action plan.

If fire extinguishers are required or provided in your workplace, and if anyone will be evacuating during a fire or other emergency, then OSHA's 29 CFR 1910.157 requires you to have an EAP.

The only exemption to this is if you have an in-house fire brigade in which every employee is trained and equipped to fight fires, and consequently, no one evacuates.

### **Q: Is it required that the plan be in writing?**

A: If an employer has 10 or less employees, then the plan may be communicated orally. More than 10 employees require the plan to be in writing and kept in the workplace where it is accessible to employees for review.

### **Q: What are the minimum elements of an emergency action plan?**

A: An EAP must include but is not limited to the following elements:

1. Evacuation procedures and emergency escape route assignments
2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
3. Procedures to account for all employees after an emergency evacuation has been completed
4. Rescue and medical duties for those employees who are to perform them
5. Names or job titles of persons who can be contacted for further information or explanation of duties under the plan

### **Q: What information is an employer required to communicate to employees?**

A: An employer must inform employees when the plan is developed or the employee is assigned initially to a job, when the employee's responsibilities under the plan change and when the plan is changed.

### **Q: What are the penalties for not meeting this requirement?**

A: If compliance efforts are not met, employers will be subject to fines up to \$7,000 per violation.

**Q: How do you alert your employees in an emergency?**

A: Your plan must include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies, as required. Among the steps you must take are the following:

- Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan.
- Make available an emergency communications system such as a public address system, portable radio unit or other means to notify employees of the emergency and to contact local law enforcement, the fire department and others.
- Stipulate that alarms must be able to be heard, seen or otherwise perceived by everyone in the workplace. You might want to consider providing an auxiliary power supply in the event that electricity is shut off. (29 CFR 1910.165(b)(2) offers more information on alarms.)

**Q: What are OSHA's requirements for emergency exits?**

A: Every workplace must have enough exits suitably located to enable everyone to get out of the facility quickly. Considerations include the type of structure, the number of persons exposed, the fire protection available, the type of industry involved and the height and type of construction of the building or structure. In addition, fire doors must not be blocked or locked when employees are inside. Delayed opening of fire doors, however, is permitted when an approved alarm system is integrated into the fire door design. Exit routes from buildings must be free of obstructions and properly marked with exit signs. See 29 CFR Part 1910.36 for details about all requirements.

**Q: Is it mandatory to educate employees about fire extinguishers and their use?**

A: Yes. OSHA mandates that if a workplace has fire extinguishers available for employee use, the employer must notify their workers about the general principles of fire extinguisher use.

**Q: What are the options for complying with OSHA's standards regarding Fire Equipment Training requirements as described in 29 CFR 1910, Subpart E and L?**

A: 29 CFR 1910.157(a) and (b) contemplate three possible choices which an employer may make to comply with the intent of the standard:

OPTION 1: Require total evacuation of employees from the workplace upon the sounding of a fire alarm.

This choice also implicitly requires the employer to establish an emergency action and fire prevention plan meeting the requirements of [1910.38 and 1910.39].

When an employer has in fact established and implemented a written fire safety policy and has not provided any fire extinguishers in the workplace, he is exempted from all the requirements in 1910.157.

However, if fire extinguishers are provided but not intended for employee use, he must comply with the requirements in [1910.157(e)] and (f) concerning inspection,

maintenance and testing. If he has 10 or fewer employees, the emergency action and the fire prevention plans need not be in writing but may be communicated orally to employees.

OPTION 2: Provide portable fire extinguishers and designate certain employees as authorized to use them to fight fires.

When the employer has in fact established and implemented such a policy in writing, he is exempted from the distribution requirements in 1910.157(d). If he has 10 or fewer employees, the emergency action plan need not be in writing but may be communicated orally to the employees.

OPTION 3: Provide portable fire extinguishers and permit all employees to use them to fight fires.

This choice requires the employer to comply with all the requirements in 29 CFR 1910.157 for the placement, use, maintenance, testing, training and education in the use of the portable fire extinguishers.

# OSHA General Industry Standards

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## OSHA General Industry Standards

### Design and Construction Requirements for Exit Routes – 29 CFR 1910.36

1910.36(a)

**Basic requirements.** Exit routes must meet the following design and construction requirements:

1910.36(a)(1)

**An exit route must be permanent.** Each exit route must be a permanent part of the workplace.

1910.36(a)(2)

**An exit must be separated by fire resistant materials.** Construction materials used to separate an exit from other parts of the workplace must have a one-hour fire resistance-rating if the exit connects three or fewer stories and a two-hour fire resistance-rating if the exit connects four or more stories.

1910.36(a)(3)

**Openings into an exit must be limited.** An exit is permitted to have only those openings necessary to allow access to the exit from occupied areas of the workplace, or to the exit discharge. An opening into an exit must be protected by a self-closing fire door that remains closed or automatically closes in an emergency upon the sounding of a fire alarm or employee alarm system. Each fire door, including its frame and hardware, must be listed or approved by a nationally recognized testing laboratory. Section 1910.155(c)(3)(iv)(A) of this part defines "listed" and § 1910.7 of this part defines a "nationally recognized testing laboratory."

1910.36(b)

**The number of exit routes must be adequate.**

1910.36(b)(1)

**Two exit routes.** At least two exit routes must be available in a workplace to permit prompt evacuation of employees and other building occupants during an emergency, except as allowed in paragraph (b)(3) of this section. The exit routes must be located as far away as practical from each other so that if one exit route is blocked by fire or smoke, employees can evacuate using the second exit route.

1910.36(b)(2)

**More than two exit routes.** More than two exit routes must be available in a workplace if the number of employees, the size of the building, its occupancy, or the arrangement of the workplace is such that all employees would not be able to evacuate safely during an emergency.

1910.36(b)(3)

**A single exit route.** A single exit route is permitted where the number of employees, the size of the building, its occupancy, or the arrangement of the workplace is such that all employees would be able to evacuate safely during an emergency.

**Note to paragraph 1910.36(b):** For assistance in determining the number of exit routes necessary for your workplace, consult NFPA 101-2000, Life Safety Code.

1910.36(c)

**Exit discharge.**

1910.36(c)(1)

Each exit discharge must lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

1910.36(c)(2)

The street, walkway, refuge area, public way, or open space to which an exit discharge leads must be large enough to accommodate the building occupants likely to use the exit route.

1910.36(c)(3)

Exit stairs that continue beyond the level on which the exit discharge is located must be interrupted at that level by doors, partitions, or other effective means that clearly indicate the direction of travel leading to the exit discharge.

1910.36(d)

**An exit door must be unlocked.**

1910.36(d)(1)

Employees must be able to open an exit route door from the inside at all times without keys, tools, or special knowledge. A device such as a panic bar that locks only from the outside is permitted on exit discharge doors.

1910.36(d)(2)

Exit route doors must be free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.

1910.36(d)(3)

An exit route door may be locked from the inside only in mental, penal, or correctional facilities and then only if supervisory personnel are continuously on duty and the employer has a plan to remove occupants from the facility during an emergency.

1910.36(e)

**A side-hinged exit door must be used.**

1910.36(e)(1)

A side-hinged door must be used to connect any room to an exit route.

1910.36(e)(2)

The door that connects any room to an exit route must swing out in the direction of exit travel if the room is designed to be occupied by more than 50 people or if the room is a high hazard area (i.e., contains contents that are likely to burn with extreme rapidity or explode).

1910.36(f)

**The capacity of an exit route must be adequate.**

1910.36(f)(1)

Exit routes must support the maximum permitted occupant load for each floor served.

1910.36(f)(2)

The capacity of an exit route may not decrease in the direction of exit route travel to the exit discharge.

**Note to paragraph 1910.36(f):** Information regarding "Occupant load" is located in NFPA 101-2000, Life Safety Code.

1910.36(g)

**An exit route must meet minimum height and width requirements.**

1910.36(g)(1)

The ceiling of an exit route must be at least seven feet six inches (2.3 m) high. Any projection from the ceiling must not reach a point less than six feet eight inches (2.0 m) from the floor.

1910.36(g)(2)

An exit access must be at least 28 inches (71.1 cm) wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit and exit discharge must be at least equal to the width of the exit access.

1910.36(g)(3)

The width of an exit route must be sufficient to accommodate the maximum permitted occupant load of each floor served by the exit route.

1910.36(g)(4)

Objects that project into the exit route must not reduce the width of the exit route to less than the minimum width requirements for exit routes.

1910.36(h)

**An outdoor exit route is permitted.**

1910.36(h)(1)

The outdoor exit route must have guardrails to protect unenclosed sides if a fall hazard exists;

1910.36(h)(2)

The outdoor exit route must be covered if snow or ice is likely to accumulate along the route, unless the employer can demonstrate that any snow or ice accumulation will be removed before it presents a slipping hazard;

1910.36(h)(3)

The outdoor exit route must be reasonably straight and have smooth, solid, substantially level walkways; and

1910.36(h)(4)

The outdoor exit route must not have a dead-end that is longer than 20 feet (6.2 m).

[FR 67 67962, Nov. 7, 2002]

**Maintenance, safeguards, and operational features for exit routes. - 1910.37**

1910.37(a)

**The danger to employees must be minimized.**

1910.37(a)(1)

Exit routes must be kept free of explosive or highly flammable furnishings or other decorations.

1910.37(a)(2)

Exit routes must be arranged so that employees will not have to travel toward a high hazard area, unless the path of travel is effectively shielded from the high hazard area by suitable partitions or other physical barriers.

1910.37(a)(3)

Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. The exit access must not go through a room that can be locked, such as a bathroom, to reach an exit or exit discharge, nor may it lead into a dead-end corridor. Stairs or a ramp must be provided where the exit route is not substantially level.

1910.37(a)(4)

Safeguards designed to protect employees during an emergency (e.g., sprinkler systems, alarm systems, fire doors, exit lighting) must be in proper working order at all times.

1910.37(b)

**Lighting and marking must be adequate and appropriate.**

1910.37(b)(1)

Each exit route must be adequately lighted so that an employee with normal vision can see along the exit route.

1910.37(b)(2)

Each exit must be clearly visible and marked by a sign reading "Exit."

1910.37(b)(3)

Each exit route door must be free of decorations or signs that obscure the visibility of the exit route door.

1910.37(b)(4)

If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating the direction of travel to the nearest exit and exit discharge. Additionally, the line-of-sight to an exit sign must clearly be visible at all times.

1910.37(b)(5)

Each doorway or passage along an exit access that could be mistaken for an exit must be marked "Not an Exit" or similar designation, or be identified by a sign indicating its actual use (e.g., closet).

1910.37(b)(6)

Each exit sign must be illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source and be distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06 footlamberts (0.21 cd/m<sup>2</sup>) are permitted.

1910.37(b)(7)

Each exit sign must have the word "Exit" in plainly legible letters not less than six inches (15.2 cm) high, with the principal strokes of the letters in the word "Exit" not less than three-fourths of an inch (1.9 cm) wide.

1910.37(c)

**The fire retardant properties of paints or solutions must be maintained.** Fire retardant paints or solutions must be renewed as often as necessary to maintain their fire retardant properties.

1910.37(d)

**Exit routes must be maintained during construction, repairs, or alterations.**

1910.37(d)(1)

During new construction, employees must not occupy a workplace until the exit routes required by this subpart are completed and ready for employee use for the portion of the workplace they occupy.

1910.37(d)(2)

During repairs or alterations, employees must not occupy a workplace unless the exit routes required by this subpart are available and existing fire protections are maintained, or until alternate fire protection is furnished that provides an equivalent level of safety.

1910.37(d)(3)

Employees must not be exposed to hazards of flammable or explosive substances or equipment used during construction, repairs, or alterations, that are beyond the normal permissible conditions in the workplace, or that would impede exiting the workplace.

1910.37(e)

**An employee alarm system must be operable.** Employers must install and maintain an operable employee alarm system that has a distinctive signal to warn employees of fire or other emergencies, unless employees can promptly see or smell a fire or other hazard in time to provide adequate warning to them. The employee alarm system must comply with § 1910.165.

[39 FR 23502, June 27, 1974, as amended at 45 FR 60703, Sept. 12, 1980; 67 FR 67963, Nov. 7, 2002]

**Emergency action plans. - 1910.38**

1910.38(a)

**Application.** An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

1910.38(b)

**Written and oral emergency action plans.** An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.38(c)

**Minimum elements of an emergency action plan.** An emergency action plan must include at a minimum:

1910.38(c)(1)

Procedures for reporting a fire or other emergency;

1910.38(c)(2)

Procedures for emergency evacuation, including type of evacuation and exit route assignments;

1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

1910.38(c)(4)

Procedures to account for all employees after evacuation;

1910.38(c)(5)

Procedures to be followed by employees performing rescue or medical duties; and

1910.38(c)(6)

The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1910.38(d)

**Employee alarm system.** An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

1910.38(e)

**Training.** An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

1910.38(f)

**Review of emergency action plan.** An employer must review the emergency action plan with each employee covered by the plan:

1910.38(f)(1)

When the plan is developed or the employee is assigned initially to a job;

1910.38(f)(2)

When the employee's responsibilities under the plan change; and

1910.38(f)(3)

When the plan is changed.

[45 FR 60703, Sept. 12, 1980; FR 67 67963, Nov. 7, 2002]

**Portable Fire Extinguishers – 29 CFR 1910.157**

1910.157(a)

**Scope and application.** The requirements of this section apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees. Paragraph (d) of this section does not apply to extinguishers provided for employee use on the outside of workplace buildings or structures. Where extinguishers are provided but are not intended for employee use and the employer has an emergency action plan and a fire prevention plan that meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, then only the requirements of paragraphs (e) and (f) of this section apply.

1910.157(b)

**Exemptions.**

1910.157(b)(1)

Where the employer has established and implemented a written fire safety policy which requires the immediate and total evacuation of employees from the workplace upon the sounding of a fire alarm signal and which includes an emergency action plan and a fire prevention plan which meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, and when extinguishers are not available in the workplace, the employer is exempt from all requirements of this section unless a specific standard in part 1910 requires that a portable fire extinguisher be provided.

1910.157(b)(2)

Where the employer has an emergency action plan meeting the requirements of 1910.38 which designates certain employees to be the only employees authorized to use the available portable fire extinguishers, and which requires all other employees in the fire area to immediately evacuate the affected work area upon the sounding of the fire alarm, the employer is exempt from the distribution requirements in paragraph (d) of this section.

1910.157(c)

General requirements.

1910.157(c)(1)

The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.

1910.157(c)(2)

Only approved portable fire extinguishers shall be used to meet the requirements of this section.

1910.157(c)(3)

The employer shall not provide or make available in the workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents.

1910.157(c)(4)

The employer shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

1910.157(c)(5)

The employer shall remove from service all soldered or riveted shell self-generating soda acid or self-generating foam or gas cartridge water type portable fire extinguishers which are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent.

1910.157(d)

Selection and distribution.

1910.157(d)(1)

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

1910.157(d)(2)

The employer shall distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

1910.157(d)(3)

The employer may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of 1910.158 or 1910.159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

1910.157(d)(4)

The employer shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

1910.157(d)(5)

The employer shall distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

1910.157(d)(6)

The employer shall distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

1910.157(e)

Inspection, maintenance and testing.

1910.157(e)(1)

The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

1910.157(e)(2)

Portable extinguishers or hose used in lieu thereof under paragraph (d)(3) of this section shall be visually inspected monthly.

1910.157(e)(3)

The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Assistant Secretary upon request.

1910.157(e)(4)

The employer shall assure that stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.

1910.157(e)(5)

The employer shall assure that alternate equivalent protection is provided when portable fire extinguishers are removed from service for maintenance and recharging.

1910.157(f)

Hydrostatic testing.

1910.157(f)(1)

The employer shall assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities.

1910.157(f)(2)

The employer shall assure that portable extinguishers are hydrostatically tested at the intervals listed in Table L-1 of this section, except under any of the following conditions:

1910.157(f)(2)(i)

When the unit has been repaired by soldering, welding, brazing, or use of patching compounds;

1910.157(f)(2)(ii)

When the cylinder or shell threads are damaged;

1910.157(f)(2)(iii)

When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies;

1910.157(f)(2)(iv)

When the extinguisher has been burned in a fire; or

1910.157(f)(2)(v)

When a calcium chloride extinguishing agent has been used in a stainless steel shell.

1910.157(f)(3)

In addition to an external visual examination, the employer shall assure that an internal examination of cylinders and shells to be tested is made prior to the hydrostatic tests.

TABLE L-1

Type of extinguishers	Test interval (years)
Soda acid (soldered brass shells) (until 1/1/82)	(1)
Soda acid (stainless steel shell)	5
Cartridge operated water and/or antifreeze	5
Stored pressure water and/or antifreeze	5
Wetting agent	5
Foam (soldered brass shells) (until 1/1/82)	(1)
Foam (stainless steel shell)	5
Aqueous Film Forming foam (AFFF)	5
Loaded stream	5
Dry chemical with stainless steel	5
Carbon Dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells	12
Dry chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

<sup>1</sup>Extinguishers having shells constructed of copper or brass joined by soft solder or rivets shall not be hydrostatically tested and shall be removed from service by January 1, 1982. (Not permitted)

1910.157(f)(4)

The employer shall assure that portable fire extinguishers are hydrostatically tested whenever they show new evidence of corrosion or mechanical injury, except under the conditions listed in paragraphs (f)(2)(i)-(v) of this section.

1910.157(f)(5)

The employer shall assure that hydrostatic tests are performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval shall be the same as specified for the extinguisher on which the hose is installed.

1910.157(f)(6)

The employer shall assure that carbon dioxide hose assemblies with a shut-off nozzle are hydrostatically tested at 1,250 psi (8,620 kPa).

1910.157(f)(7)

The employer shall assure that dry chemical and dry powder hose assemblies with a shut-off nozzle are hydrostatically tested at 300 psi (2,070 kPa).

1910.157(f)(8)

Hose assemblies passing a hydrostatic test do not require any type of recording or stamping.

1910.157(f)(9)

The employer shall assure that hose assemblies for carbon dioxide extinguishers that require a hydrostatic test are tested within a protective cage device.

1910.157(f)(10)

The employer shall assure that carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers are tested every 5 years at 5/3 of the service pressure as stamped into the cylinder. Nitrogen cylinders which comply with 49 CFR 173.34(e)(15) may be hydrostatically tested every 10 years.

1910.157(f)(11)

The employer shall assure that all stored pressure and Halon 1211 types of extinguishers are hydrostatically tested at the factory test pressure not to exceed two times the service pressure.

1910.157(f)(12)

The employer shall assure that acceptable self-generating type soda acid and foam extinguishers are tested at 350 psi (2,410 kPa).

1910.157(f)(13)

Air or gas pressure may not be used for hydrostatic testing.

1910.157(f)(14)

Extinguisher shells, cylinders, or cartridges which fail a hydrostatic pressure test, or which are not fit for testing shall be removed from service and from the workplace.

1910.157(f)(15)(i)

The equipment for testing compressed gas type cylinders shall be of the water jacket type. The equipment shall be provided with an expansion indicator which operates with an accuracy within one percent of the total expansion or .1cc (.1mL) of liquid.

1910.157(f)(15)(ii)

The equipment for testing non-compressed gas type cylinders shall consist of the following:

1910.157(f)(15)(ii)(A)

A hydrostatic test pump, hand or power operated, capable of producing not less than 150 percent of the test pressure, which shall include appropriate check valves and fittings;

1910.157(f)(15)(ii)(B)

A flexible connection for attachment to fittings to test through the extinguisher nozzle, test bonnet, or hose outlet, as is applicable; and

1910.157(f)(15)(ii)(C)

A protective cage or barrier for personal protection of the tester, designed to provide visual observation of the extinguisher under test.

1910.157(f)(16)

The employer shall maintain and provide upon request to the Assistant Secretary evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in Table L-1. Such evidence shall be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records shall be kept until the extinguisher is hydrostatically retested at the time interval specified in Table L-1 or until the extinguisher is taken out of service, whichever comes first.

1910.157(g)

Training and education.

1910.157(g)(1)

Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

1910.157(g)(2)

The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.

1910.157(g)(3)

The employer shall provide employees who have been designated to use fire fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.

1910.157(g)(4)

The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

**Employee alarm systems. - 1910.165**

1910.165(a)

**Scope and application.**

1910.165(a)(1)

This section applies to all emergency employee alarms installed to meet a particular OSHA standard. This section does not apply to those discharge or supervisory alarms required on various fixed extinguishing systems or to supervisory alarms on fire suppression, alarm or detection systems unless they are intended to be employee alarm systems.

1910.165(a)(2)

The requirements in this section that pertain to maintenance, testing and inspection shall apply to all local fire alarm signaling systems used for alerting employees regardless of the other functions of the system.

1910.165(a)(3)

All pre-discharge employee alarms installed to meet a particular OSHA standard shall meet the requirements of paragraphs (b)(1) through (4), (c), and (d)(1) of this section.

1910.165(b)

**General requirements.**

1910.165(b)(1)

The employee alarm system shall provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both.

1910.165(b)(2)

The employee alarm shall be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace. Tactile devices may be used to alert those employees who would not otherwise be able to recognize the audible or visual alarm.

1910.165(b)(3)

The employee alarm shall be distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan.

1910.165(b)(4)

The employer shall explain to each employee the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio or telephones. The employer shall post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies. Where a communication system also serves as the employee alarm system, all emergency messages shall have priority over all non-emergency messages.

1910.165(b)(5)

The employer shall establish procedures for sounding emergency alarms in the workplace. For those employers with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such workplaces need not have a back-up system.

1910.165(c)

**Installation and restoration.**

1910.165(c)(1)

The employer shall assure that all devices, components, combinations of devices or systems constructed and installed to comply with this standard are approved. Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of this section are considered to meet this requirement for approval.

1910.165(c)(2)

The employer shall assure that all employee alarm systems are restored to normal operating condition as promptly as possible after each test or alarm. Spare alarm devices and components subject to wear or destruction shall be available in sufficient quantities and locations for prompt restoration of the system.

1910.165(d)

**Maintenance and testing.**

1910.165(d)(1)

The employer shall assure that all employee alarm systems are maintained in operating condition except when undergoing repairs or maintenance.

1910.165(d)(2)

The employer shall assure that a test of the reliability and adequacy of non-supervised employee alarm systems is made every two months. A different actuation device shall be used in each test of a multi-actuation device system so that no individual device is used for two consecutive tests.

1910.165(d)(3)

The employer shall maintain or replace power supplies as often as is necessary to assure a fully operational condition. Back-up means of alarm, such as employee runners or telephones, shall be provided when systems are out of service.

1910.165(d)(4)

The employer shall assure that employee alarm circuitry installed after January 1, 1981, which is capable of being supervised is supervised and that it will provide positive notification to assigned personnel whenever a deficiency exists in the system. The employer shall assure that all supervised employee alarm systems are tested at least annually for reliability and adequacy.

1910.165(d)(5)

The employer shall assure that the servicing, maintenance and testing of employee alarms are done by persons trained in the designed operation and functions necessary for reliable and safe operation of the system.

1910.165(e)

Manual operation. The employer shall assure that manually operated actuation devices for use in conjunction with employee alarms are unobstructed, conspicuous and readily accessible.

[45 FR 60713, Sept. 12, 1980]

# Workplace Emergencies

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## **Chemical Spills**

Thousands of chemicals are used here in the U.S. and in other industrialized countries to manufacture the goods our economies rely on. Many are hazardous: They may be toxic (poisonous), flammable or reactive. They are sometimes involved in dangerous accidents.

More than 20 chemical accidents are reported each day in the U.S, according to data collected by the U.S. Environmental Protection Agency. Responding to these accidents is a dangerous but essential job. In the U.S., this job is usually handled by firefighters from local fire departments.

The key to handling a hazardous chemical safely is to know its properties:

- Is it explosive or toxic?
- What kinds of clothing or equipment can protect responders from it?
- What should responders do if it's on fire?

## **Tracking**

All chemicals brought on site should be tracked. In addition, secondary containers of chemicals which may already be on site should be accounted for. Examples of secondary containers include chemical process tanks, such as electroplating plants and chemical cleaning tanks, which can be the most prevalent source of chemical hazards.

Chemical inventory and tracking systems provide current information on the site's hazardous chemical and material inventories. A properly integrated inventory and tracking system can support other environment, safety and health requirements (directives). This is a continuous process performed from acquisition, through storage and use, to final disposal.

Several inventory and tracking systems, often using bar code scanners and computer databases, are used throughout the complex. The databases typically include locations, amounts, uses, hazards and custodians. Regardless of the inventory and tracking software used, it is important to integrate this software with other computerized environment, safety and health systems, such as Hazard Communication, waste disposal, medical surveillance and MSDS systems, at a particular site.

## **Storage**

Chemical storage includes bulk, tank, piping, cylinder and container storage of solid, liquid or gaseous chemicals. Storage regulations apply to new and unused chemicals stored in partially filled containers, chemicals stored in containers other than their original containers and chemical residues left within tanks, piping or containers.

The safe storage of hazardous chemicals includes, as appropriate, the following:

- Use of appropriate storage facilities (e.g., flammable storage cabinet for flammable solvents, appropriate distances between reactive chemicals,

specialized cabinets for explosive chemicals and gas cylinder storage sheds and racks).

- Records of quantities and types of chemicals at each storage location.
- Control and documentation of the addition or removal of chemicals from inventory at each location.
- Periodic physical confirmation and validation of inventory records.
- Documented maintenance and inspection programs that ensure facility integrity.
- Staying within facility storage limits.
- Awareness of chemical compatibility when storing chemicals.
- Awareness of time sensitive chemicals and their associated hazards.

### **Chemical Control**

To ensure control of chemical hazards, employers should:

- Cooperate with workers or worker representatives to form chemical safety teams.
- Substitute less hazardous chemicals, when possible.
- Provide ventilation and/or enclosure, as needed.
- Ensure that all chemicals are in appropriate containers with labels and that MSDS(s) are readily accessible.
- Provide exposure monitoring, including medical surveillance. Management should establish procedures for monitoring of workers who handle hazardous chemicals. If worker exposure exceeds acceptable DOE or OSHA levels, an investigation should be conducted and corrective actions instituted promptly. Based on the toxicology of the chemicals, exposed workers may need to undergo medical surveillance and periodic examinations.
- Conduct regular training programs, and provide workers with information and instruction on the use and storage of chemicals. Training supports procedural requirements by letting workers know why actions are needed that would otherwise be regarded as inconvenient or unnecessary.
- Inform personnel of the signs and symptoms of control failures.
- Provide and maintain personal protective equipment based on information contained in MSDS(s) and recommendations of safety and health professionals.
- Include housekeeping and work practices.

### **Spills**

Employees should never work with a chemical until they are familiar with all of the hazards of the chemical and its use precautions, including what to do in the event of a spill. The cleanup of a chemical spill should only be done by trained and properly equipped personnel. Specific procedures for spill cleanup will vary depending on the location of the spill (elevator, corridor, chemical storeroom, work area), the amount and physical properties of the spilled material (volatile liquid, solid or toxic gas), and the degree and type of material toxicity.

The types, quantities and conditions of use of hazardous materials in buildings can vary significantly. For these reasons, safe spill response procedures require planning. Users of hazardous materials should know the location of the following in the event of a spill:

- The nearest spill response kit.
- The nearest safety shower.
- The nearest eye wash.
- The nearest fire alarm pull box.
- MSDS(s) for materials used in the work area.
- The nearest safe evacuation route.

**Minor Chemical Spill:**

- Alert people in the immediate area of spill.
- Wear the appropriate protective equipment, including safety goggles, chemical resistant gloves, long-sleeve clothing and resistant footwear.
- Avoid breathing vapors from the spill.
- Increase ventilation in the area of the spill.
- Confine the spill to the smallest area possible.
- Do not walk through the spilled chemical.
- Turn off ignition and heat sources and isolate incompatibles or reactive chemical substances, if this can be accomplished safely.
- Cover or block sinks or floor drains to prevent spilled materials from reaching the outdoors.
- Use an appropriate kit to neutralize and/or absorb the spill.
- Collect neutralized and/or absorbed materials, place in an appropriate container and label it as hazardous waste.
- After a spill is thoroughly cleaned or neutralized, clean spill area with water.

**Major Chemical Spill:**

- Activate nearest fire alarm.
- **Do Not** attempt to clean up spill.
- Attend to any injured or contaminated persons and remove them from exposure.
- Seek medical attention, if necessary.
- Alert people in the facility to evacuate to a safe distance.
- Turn off ignition and heat sources and isolate incompatibles or reactive chemical substances, if this can be accomplished safely.
- Close doors and windows to the affected area.
- Post "Do Not Enter" signs or barrier tape at all entrances to the affected area.
- Provide emergency personnel with as much information as possible about the incident including MSDS(s) if available.

**Chemical Spill on Body:**

- Immediately rinse the affected area with running water from faucet or safety shower continuously for at least 15 minutes.
- Remove all contaminated clothing.
- Make sure chemical has not accumulated in shoes.
- Review MSDS(s) for hazards or possible delayed reactions.
- Seek medical attention.
- Report the incident to your supervisor immediately.

Hazardous Material Splashed in Eye:

- Immediately rinse eyeball and inner surface of eyelid with running water from a faucet or eyewash continuously for 15 minutes.
- Review MSDS(s) for hazards.
- Seek medical attention.
- Report the incident to your supervisor immediately.

## **Earthquakes**

An earthquake is caused by a sudden slip on a fault. Stresses in the earth's outer layer push the sides of the fault together. Stress builds up and the rocks slip suddenly, releasing energy in waves that travel through the rock to cause the shaking that we feel during an earthquake. This shaking can cause buildings and bridges to collapse; disrupt gas, electric and phone service; and sometimes trigger landslides, avalanches, flash floods, fires and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill, old waterways or other unstable soil are most at risk. Buildings or trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk since they can be shaken off their mountings during an earthquake.

Earthquakes can occur at any time of the year. When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. Aftershocks can occur in the first hours, days, weeks or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

### **Before the Earthquake**

- Pick "safe places". A safe place could be under a sturdy table or desk or against an interior wall away from windows and bookcases, or tall furniture that could fall on you. The shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured.
- Practice drop, cover and hold on in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down. Practice these actions so that they become an automatic response.
- Securely anchor any equipment, heavy appliances, bookcases, cabinets and other items.
- Place heavy objects on low shelves.
- Make sure doorways, halls and exits are clear so that you may exit safely.
- Add latches to cabinets and drawers to keep them from opening in an earthquake.
- Keep a 72-hour supply of emergency food and water. Have a well-stocked first aid kit, flashlight and batteries, portable radio and essential medications.

### **During the Earthquake**

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD on until the shaking stops. If there isn't a table or desk

near you, cover your face and head with your arms and crouch in an inside corner of the building.

- Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing and other materials can fall from buildings, injuring persons nearby. Trees, streetlights and power lines may also fall, causing damage or injury.
- Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.

### **After the Earthquake**

- Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
- If you must leave a building after the shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire or relief organizations. Return to the office only when authorities say it is safe.
- Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves or "tidal waves". When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- Help injured or trapped persons. Remember to help your coworkers who may require special assistance such as infants, the elderly and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- Inspect utilities.
  - Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
  - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.

**If trapped under debris**

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

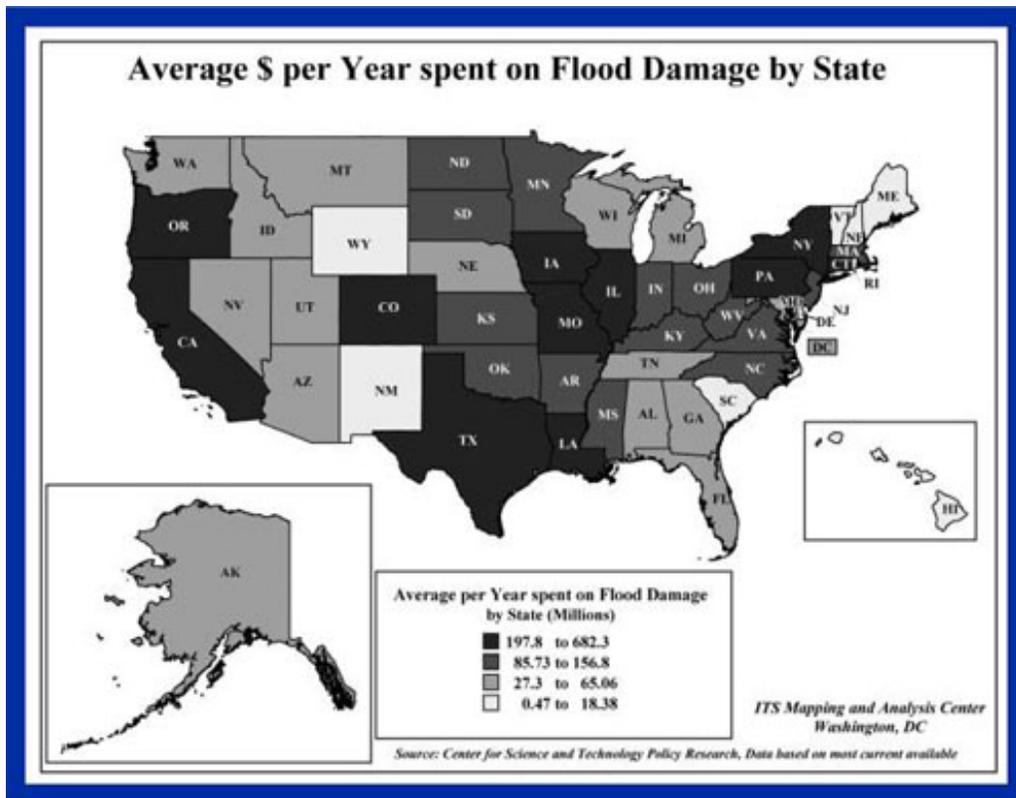
**Floods**

Flooding causes more damage in the United States than any other severe weather related event, costing an average of \$4.6 billion and killing 140 people annually. Flooding can occur in any of the 50 states at anytime of the year. The effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

A flood occurs when prolonged rainfall over several days, intense rainfall over a short period of time or an ice or debris jam causes a river or stream to overflow and flood the surrounding area. Melting snow can combine with rain in the winter and early spring; severe thunderstorms can bring heavy rain in the spring and summer or tropical hurricanes can bring intense rainfall to the coastal and inland states in the summer and fall.

A flash flood is a rapid rise of water along a stream or low-lying urban area. It can occur when slow moving or multiple thunderstorms happen in the same area. When storms move faster, flash flooding is less likely since the rain is distributed over a broader area. Additionally, heavy rain falling on steep terrain can weaken soil and cause mud slides, damaging homes, roads and property.

Floods can roll boulders the size of cars, tear out trees, destroy buildings and bridges and pose a significant threat to human lives. There are not always warnings that these deadly, sudden floods are coming.



## **Types of Floods**

*River flooding:* River flooding occurs when heavy rains or rapid snowmelt cause rivers to rise.

*Coastal flooding:* Coastal flooding may occur due to tidal surges and flash flooding. During hurricanes or other large storms, waves may be much higher than normal and low atmospheric pressure often forces seas to rise above normal in a storm surge. This combination can cause widespread flooding of low-lying coastal areas.

*Flash Floods:* Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes. The effects of these sudden downpours are worsened when terrain will not absorb the recently deposited water.

*Ice Jams:* In colder climates, ice sheets form on the surface of rivers that are typically flowing lower than normal. As the weather gets warmer and water flows increase, this ice breaks up and gets pushed downstream as huge slabs. When these slabs pile up against obstructions, they form a dam, causing pooling of water and flooding upstream of the obstruction.

*Dam Failure:* Dam failures are potentially the worst flood events. A dam failure is usually the result of neglect, poor design or structural damage caused by a major event such as an earthquake. When a dam fails, a gigantic quantity of water is suddenly let loose downstream, destroying anything in its path.

## **Flood Facts**

The 1993 Midwest flooding was the costliest river-related flood in history, at \$20 billion.

More than half of all fatalities during floods are auto related, usually the result of drivers misjudging the depth of water on a road and the force of moving water.

A car can float in just a few inches of water.

The principal causes of floods in the Eastern United States and the Gulf Coast are hurricanes and storms.

The principal causes of floods in the Western United States are snowmelt and rainstorms.

Flooding is the only natural hazard for which the Federal government provides insurance: FEMA's National Flood Insurance Program.

Just six inches of rapidly flowing water can knock you off your feet.

Flash floods occur in all 50 states.

Flash floods can occur in dry arroyos and urban areas where no streams are present.

Almost half of all flash flood fatalities occur in vehicles.

Many flash floods occur at night.

Two feet of rushing water can carry away most vehicles including SUVs and pickups.

NOAA Weather Radio is the best way to receive warnings from the National Weather Service. NOAA Weather Radio broadcasts National Weather Service warnings, watches, forecasts and other hazard information 24-hours a day.

### **Flash Flood Watch vs. Warning**

*Flash Flood Watch* - Indicates that flash flooding is a possibility in or close to the watch area. Those in the affected area are urged to be ready to take action if a flash flood warning is issued or flooding is observed.

Flooding is now possible and the situation could worsen so watch water levels, stay tuned to local radio or TV for further advisories and prepare for an emergency.

*Flash Flood Warning* - Indicates that flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately. Very heavy rain in a short period of time can or has led to flash flooding.

At this time animals, vehicles, food and valuables should be moved to safety. Sandbags or flood boards should be put in place and prepare to evacuate by turning off the gas and electricity.

### **Preparing For a Flood**

- Keep alert for signs of heavy rain (thunder and lightning), both where you are and upstream. Watch for rising water levels.
- Know where high ground is and get there quickly if you see or hear rapidly rising water.
- Be prepared to evacuate.
- Be especially cautious at night. It's harder to recognize the danger then.
- Elevate the furnace, water heater and electric panel if susceptible to flooding.
- Construct barriers (levees, beams, floodwalls) to stop floodwater from entering the building.
- If time allows, bring in outside furniture and move valuables to higher places.
- Unplug electrical appliances, moving them to higher levels, if possible. However, do not touch an electric appliance if you are wet or standing in water.
- If you have a car, fill the gas tank in case you have to evacuate.
- Store drinking water in food-grade containers. Water service may be interrupted.
- Keep a stock of food requiring little cooking and no refrigeration; electric power may be interrupted.
- Keep first-aid supplies and prescription medicines on hand.
- Purchase a NOAA Weather Radio that has a battery back-up, a Specific Area Message Encoder (SAME) feature, which automatically alerts you when a Watch

or Warning is issued for your county and one that can receive all seven NOAA Weather Radio frequencies.

### **What to Do During a Flood**

- Do not attempt to cross flowing water which may be more than knee deep. If you have doubts, don't cross.
- During threatening weather listen to commercial radio or TV, or NOAA Weather Radio for Watch and Warning Bulletins.
- Never try to walk, swim, drive or play in flood water. You may not be able to see how fast the flood water is moving or see holes or submerged debris.
- Beware of low spots, such as underpasses, underground parking garages and basements as they can become death traps.
- Beware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Beware of streams, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.

The following are important points to remember when driving in flood conditions:

- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
- Do not drive around a barricade. They are there for your protection.
- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

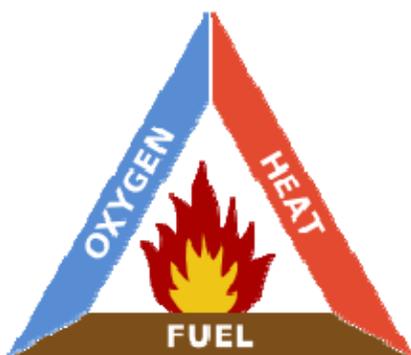
### **After a Flood**

- Get necessary medical care at the nearest hospital. The American Red Cross can provide shelter, food and first aid, as well as a means to purchase new clothing.
- Do not visit disaster areas. Your presence might hamper rescue and other emergency operations.
- If the power is out, use flashlights, not lanterns, candles or matches, to examine buildings. Flammables may be inside.
- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

- Stay away from downed power lines, and report them to the power company.
- Return to work/home only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- Service damaged septic tanks, cesspools, pits and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.

## **Fires**

In order for a fire to ignite and burn there must be four necessary elements. This concept used to be explained using what is called the Fire Triangle. The triangle illustrates the fact that a fire requires the three elements of: Heat, Fuel and Oxygen. If any one of these elements is removed from the fire, the fire could not exist and would thereby be extinguished.

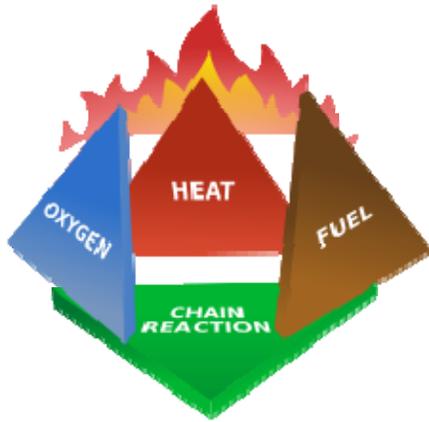


When a fire runs out of fuel it will stop burning. The fuel can be removed naturally in which the fire has burnt out all the fuel or it can be removed manually by removing the fuel through chemicals or physical separation.

Fires also need a sufficient amount of heat to begin burning and need to sustain that heat to continue. Some fires can be doused with water, thereby creating steam which reduces the heat of the fire. However, water can actually make some types of fires increase and spread. Another method of extinguishing the fire is to separate the burning fuels from one another. For example, in a forest fire, they take the burning logs to an area that has no other fuel. Or in the case of an electrical fire, by turning off the electricity the source of heat is removed, although other fuel (such as paper, wood, etc...) may continue to burn until it is extinguished as well.

The third element, oxygen, can be removed from the equation by smothering it with foam, dry chemicals, inert gas or by closing the fire in so that it will use all the oxygen in that space and then die out.

While these three elements that make up the triangle all need to be present in order for a fire to ignite and sustain, the triangle fails to reflect a fourth essential element which is chemical reaction. Incorporating this fourth element led to the development of a triangular pyramid having four sides (including the bottom) known as a fire tetrahedron.



### Classes of Fires

Fires are classified based on the source that is fueling the fire. This helps the person fighting the fire to know what agents are needed to extinguish it.



Ordinary  
Combustibles

Class A – Ordinary combustibles such as wood, paper, cloth, plastic or trash. Class A fires are the most common. This is the kind of controlled fire that is used by people all over the world for campfires, candles and fireplaces. These fires are usually fairly easy to control and can be put out with water or by smothering it with carbon dioxide or nitrogen.



Flammable  
Liquids

Class B - Fires in flammable liquids such as gas, paint or petroleum oil. This includes flammable gases such as propane and butane. Class B fires require different methods for fighting than a Class A fire. If water is applied to a Class B fire which fuel is lighter than water (i.e. gasoline or oil) the fire would end up spreading. The fuel which is on fire, would float to the top of the water and continue to burn. Methods of extinguishing a Class B fire include spraying a chemical retardant on the fire (usually done from a plane), using a carbon dioxide fire extinguisher or most commonly, using a protein-based foam which cuts off the fire's oxygen. Fighting a Class B fire is generally a logistics issue as the elements needed to extinguish it are not always readily available.



Class C – Involve energized electrical equipment such as motors, appliances and transformers. When the electricity is turned off, the fire becomes a Class A fire. Class C fires are a big hazard to firefighters if water is applied. The stream of water hits the fire which has an electrical charge and the water acts as a conductor back to the firefighter. Electrical charges have caused many firefighter deaths. To extinguish a Class C fire, a carbon dioxide or dry chemical substance should be used.

Class D - Fires in combustible metals such as aluminum, magnesium potassium and sodium. Generally, metals can conduct heat away from hot spots, and therefore it may take a great source of heat to create combustion. The greatest risk results when another fuel source is present such as sawdust or paper. Class D fires should be extinguished by using a dry powder made up of sodium chloride.



Class K – Fires in cooking oil and greases. Class K fires should be extinguished using a low PH wet chemical that prevents grease splash and fire reflash while cooling the appliance and the flame.

### What to do in Case of a Fire

1. Remain calm.
2. If you smell smoke, activate fire alarm.
3. Follow exit route procedures for your location. Make sure to feel a door before opening it to feel if it is hot to the touch. If it is hot, do not open it. Look for an alternate exit. If there is none, remain in room and call for help. If it is not hot, proceed through the door. Close the door on your way out to help isolate the fire.
4. Assist those who are unable to exit the building on their own if it will not put you at additional risk.
5. Do not use elevators.
6. If the area you are in fills with smoke, drop to the floor and crawl to nearest exit or smoke free area.
7. Once you are in a safe area, call for help.

You should only attempt to fight a fire if the following conditions exist:

- If fire is small and contained
- You are safe from toxic smoke
- You have a means of escape
- Your instincts tell you it is ok

You should flee a fire if:

- If the fire is spreading rapidly or is a large fire
- You are unsure of how to operate the extinguisher
- The fire could block your escape route

Understanding Fire Extinguishers

It is important to know the source of a fire before you attempt to extinguish it. Different fire extinguishers are used for different kinds of fires. Using the wrong extinguisher could make the fire worse and lead to disaster. Extinguishers are labeled according to the type of fire that they extinguish. Some can be used to put out more than one kind of fire. For example, if an extinguisher can be used to extinguish class A fires, it will be marked with the letter A. If it can be used for multiple classes of fires, it may be marked ABC.



Water, foam and carbon dioxide extinguishers work by cooling the fire and thereby taking the heating element out of the fire triangle. Foam and carbon dioxide also separate the oxygen from the other elements.



**Water extinguishers** should only be used on class A fires. If they are used on a class B fire they may spread the flammable liquid. If used on a class C fire, the water may act as a conductor back to the user and cause an electrical shock that could be fatal.

**Foam extinguishers** are to be used on class A or B fires. They carry the same risk of shock if used on a class C fire.



**Carbon dioxide extinguishers** are for use on a class B or C fires. These extinguishers are not effective on class A fires.

**Dry chemical extinguishers** are today's most widely used extinguishers. They work by eliminating the chemical reaction necessary to ignite a fire. While some dry chemical

extinguishers are made for only class B and C fires, if they contain a multipurpose agent, then they are effective on class A fires as well.

**Wet chemical extinguishers** remove heat and create a barrier between the oxygen and the fuel. They are for use on class K fires.



**Dry powder extinguishers** also remove heat and create a barrier between the oxygen and the fuel, but are only for use on class D fires. They are ineffective on all other classes of fire.

### Extinguisher Use

If you are not in danger and you feel that you can safely attempt to extinguish the fire, remember the acronym PASS to help you activate the extinguisher successfully.

- **P**ull the pin at the top of the extinguisher that prevents the handle from being pressed
- **A**im the nozzle at the base of the fire
- **S**queeze the handle to release the extinguishing agent
- **S**weep foam from side to side at the base of the fire

Watch for re-ignition and repeat steps if necessary.

### Preventing Fires

Electrical equipment causes the largest number of workplace fires. Reduce the risk of electrical hazards by observing the following safety precautions:

- Have wires replaced when insulation becomes frayed or worn.
- Use the correct fuse for the job.
- Use extension cords that are in good condition and adequate for the task.
- Check that ground connections are sound.
- Keep combustible material away from lights and machinery.
- Don't use temporary wiring or overload motors, circuits and outlets.
- Don't leave heating equipment or machinery running unattended or overnight.

Common sense and good housekeeping also help prevent fires. Make sure that you:

- Keep equipment free of dust and grease.
- Check chemical labels and MSDS(s) so you don't use or store incompatible substances together.

- Keep aisles and hallways clear and free from trash.
- Make sure that fire extinguishers and exits are not obstructed.
- Store flammable liquids only in approved containers.
- Don't store flammable or combustible materials near electrical equipment.
- Don't store oxygen cylinders near combustible materials.
- Don't use space heaters or have an open flame such as a candle.
- Obey no smoking policy.
- Put cigarettes and matches out before throwing them away.
- Dispose of cigarettes and matches in receptacles designated for that purpose.
- Smoke only in designated smoking areas.

## **Hurricanes**

The United States has a significant hurricane problem. More than half of the U.S. population lives within 50 miles of a coast, and this number is increasing. Many of these areas, especially the Atlantic and Gulf coasts, will be in the direct path of future hurricanes. Our shorelines attract large numbers of people. From Maine to Texas, our coastline is filled with new homes, condominium towers and cities built on sand.

The most rapid growth has been in the sunbelt from Texas through the Carolinas. Florida, where hurricanes are most frequent, leads the nation in new residents. In addition to the permanent residents, the holiday, weekend and vacation populations swell in some coastal areas 10- to 100-fold.

A hurricane (also known as a typhoon or cyclone in some parts of the world) is a tropical storm with winds reaching constant speed of 74 miles an hour or more. The winds blow in a spiral pattern around a relatively calm center known as the "eye" of the hurricane. The "eye" is generally 20 to 30 miles wide and the hurricane itself can be as big as 400 miles wide. An approaching hurricane will darken the sky and produce great winds that increase in strength. As the hurricane nears land, it brings torrential rains, high winds and storm surges. It can last for more than two weeks in open waters and sweep across the entire Eastern seaboard. Hurricane season is June 1 through November 30, peaking in August and September.

A storm surge, or large dome of water, can be 50 to 100 miles wide and sweeps across the coastline near where a hurricane makes landfall. It can be more than 15 feet deep at its peak. The surge of high water topped by waves is devastating. Along the coast, storm surge is the greatest threat to life and property.

Hurricane winds not only damage structures, but the barrage of debris they carry is quite dangerous to anyone caught out in them. Damaging winds begin well before the hurricane eye makes landfall.

A typical hurricane brings at least 6 to 12 inches of rainfall to the area it crosses. The resulting floods cause considerable damage and loss of life, especially in mountainous areas where heavy rains mean flash floods and can also result in devastating mudslides.

Some of the specific hazards associated with working in hurricanes include:

- Hazardous driving conditions due to slippery roadways
- Slips and falls due to slippery walkways
- Falling and flying objects such as tree limbs and utility poles
- Electrical hazards from downed power lines or downed objects in contact with power lines
- Falls from heights
- Burns from fires caused by energized line contact or equipment failure
- Exhaustion from working extended shifts
- Dehydration

**Watch vs. Warning**

A HURRICANE WATCH issued for your part of the coast indicates the possibility that you could experience hurricane conditions within 36 hours. This watch should trigger your disaster plan, and protective measures should be initiated, especially those actions that require extra time such as securing a boat, leaving a barrier island, etc

A HURRICANE WARNING issued for your part of the coast indicates that sustained winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, you should be in the process of completing protective actions and deciding the safest location to be during the storm.

**Saffir-Simpson Hurricane Scale**

Hurricanes are classified into five categories based on their wind speed, central pressure and damage potential (see chart). Category Three and higher hurricanes are considered major hurricanes, though Categories One and Two are still extremely dangerous and warrant your full attention. Since the 1970s, the National Weather Service has used the Saffir-Simpson Scale to measure hurricanes.

Saffir-Simpson Hurricane Scale			
Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

**What to do during a Hurricane Warning**

- People come first. Provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.
- Screw plywood over windows or use tape to reduce shattering.  
(Please Note: Taping windows to prevent flying glass is not a recommended practice.)
- Verify master switch shut-off (water, gas, electricity) by trained staff.

- Move items away from windows and below-ground storage into water-resistant areas.
- Wrap shelves, cabinets and other storage units in heavy plastic sealed with waterproof tape.
- Move outdoor objects indoors or secure.
- Take with you lists of staff, institutional/public officials, insurance and financial data, inventory, emergency plan and supplies.
- Appoint a staff contact to give instructions on returning to work.
- Take only essential items with you.
- If you have time, turn off the gas, electricity and water.
- Disconnect appliances to reduce the likelihood of electrical shock when power is restored.
- Follow the designated evacuation routes—others may be blocked—and expect heavy traffic
- Listen to the radio or TV for information.
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Avoid using the phone, except for serious emergencies.

### **What to do during a Hurricane**

According to the National Weather Service, about 70 percent of injuries during hurricanes result from vehicle accidents, and about 25 percent of injuries result from being caught out in the storm.

You should evacuate under the following conditions:

- If you are directed by local authorities to do so. Be sure to follow their instructions.
- If you work in a mobile or temporary structure—such shelters are particularly hazardous during hurricanes no matter how well fastened to the ground.
- If you work in a high-rise building—hurricane winds are stronger at higher elevations.
- If you work on the coast, on a floodplain, near a river or on an inland waterway.
- If you feel you are in danger.

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors—secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will pick up again.

- Take refuge in a small interior room, closet or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.
- Drivers in the hurricane's path who are not going to be driving their car should park it on high ground, as close as possible to a sturdy building and seek shelter as quickly as possible. Avoid driving through standing water. If you come upon a flooded street, take an alternate route.

**Be Alert For:**

- TORNADOES which often are spawned by hurricanes.
- The calm "EYE" of the storm. After the eye passes, the winds will change direction and quickly return to hurricane force.

**What to do after a Hurricane**

- Remain calm, reassuring. Alert staff to potential hazards.
- Look for loose or downed power lines. Avoid area. Report problems to local utility.
- Look for electrical system damage: sparks, broken/frayed wires, smell of burning insulation. Turn off electricity at main switch if you can without risk.
- Shut off water.
- If you smell gas or hear blowing or hissing, open a window and immediately leave the building. Turn off gas at main valve if trained to do so. Call Gas Company at once.
- DO NOT REENTER THE BUILDING until declared safe by security or emergency management officials.
- Keep listening to radio, TV or NOAA Weather Radio.
- Wait until an area is declared safe before entering.
- Roads may be closed for your protection. If you come upon a barricade or a flooded road, turn around and go another way!
- Avoid weakened bridges and washed out roads. Do not drive into flooded areas.
- Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from under-ground or downed power lines.
- Check gas, water and electrical lines and appliances for damage.
- Do not drink or prepare food with tap water until you are certain it is not contaminated.
- Avoid using candles and other open flames indoors. Use a flashlight to inspect for damage.
- Use the telephone to report life-threatening emergencies only.

**Aiding the Injured**

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
- Never try to feed liquids to an unconscious person.

## **Tornadoes**

Tornadoes are one of nature's most violent storms. In an average year, about 1,000 tornadoes are reported across the United States, resulting in 80 deaths and over 1,500 injuries. A tornado is a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.

Tornadoes come in all shapes and sizes and can occur anywhere in the U.S. at any time of the year. In the southern states, peak tornado season is March through May, while peak months in the northern states are during the summer.

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds.

### **Tornado Facts**

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

Tornadoes are commonly associated with the nation's heartland – in a 10-state area stretching from Texas to Nebraska that also includes Colorado, Iowa, Illinois, Indiana, Missouri and Arkansas, known as Tornado Alley.

### **Environmental Signs**

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train or jet engine
- An unusual quiet occurring shortly after a thunderstorm
- Clouds moving quickly in a rotating pattern that converges towards one area
- Debris falling from the sky
- Objects such as branches or leaves being pulled upwards

### **What to do in a tornado**

#### **A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building):**

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar or the lowest building level.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Stay off the elevators; you could be trapped in them if the power is lost.

#### **Outside with no shelter or in a vehicle, trailer or mobile structure:**

- Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile structures, even if tied down, offer little protection from tornadoes.
- Lie flat in a nearby ditch or depression and cover your head with your hands.
- Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### **Fujita Damage Scale**

Dr. T. Theodore Fujita developed a damage scale for winds, including tornadoes, which related the degree of damage to the intensity of the wind. The original F-scale has been replaced by an enhanced version. Tornado wind speeds are still largely unknown; and the wind speeds on the original F-scale have never been scientifically tested and proven. There are many elements that may effect how much damage a structure sustains

including: how well-built a structure is, wind direction, wind duration, battering by flying debris and other factors. Also, the process of rating the damage is a judgment call which can be inconsistent and arbitrary. Despite its flaws, the original F-scale was the only widely used tornado rating method for over three decades. The enhanced F-scale took effect February 2007.

FUJITA SCALE		ENHANCED FUJITA SCALE	
F Number	3 Second Gust (mph)	EF Number	3 Second Gust (mph)
0	45-78	0	65-85
1	79-117	1	86-110
2	118-161	2	111-135
3	162-209	3	136-165
4	210-261	4	166-200
5	262-317	5	Over 200

**Category F0:** Light Damage; Some damage to chimneys; branches broken off trees; shallow-rooted trees pushed over; sign boards damaged.

**Category F1:** Moderate Damage; Peels surface off roofs; mobile homes pushed off foundations or overturned; moving autos blown off road.

**Category F2:** Considerable Damage; Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.

**Category F3:** Severe Damage; Roofs and some walls torn off well-constructed houses, trains overturned; most trees in forest uprooted; heavy cars lifted off ground and thrown.

**Category F4:** Devastating Damage; Well-constructed houses leveled; structure with weak foundations blown off some distance; cars thrown and large missiles generated.

**Category F5:** Incredible Damage; Strong frame houses lifted off foundations and swept away; automobile sized missiles fly through the air in excess of 100 meters (109 yards); trees debarked; incredible phenomena will occur.

### **Watch vs. Warning**

#### ***Tornado Watch***

Tornadoes are possible. Remain alert for approaching storms.

- Listen to NOAA Weather Radio, local radio and TV stations for further updates and information.
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado may alert you. Many people say it sounds like a freight train.

**Tornado Warning**

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

- If you are inside, go to the safe place you picked to protect yourself from glass and other flying objects. The tornado may be approaching your area.
- If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
- If you are in a car or mobile home, get out immediately and head for safety (as above).

**Map of Tornado Activity**

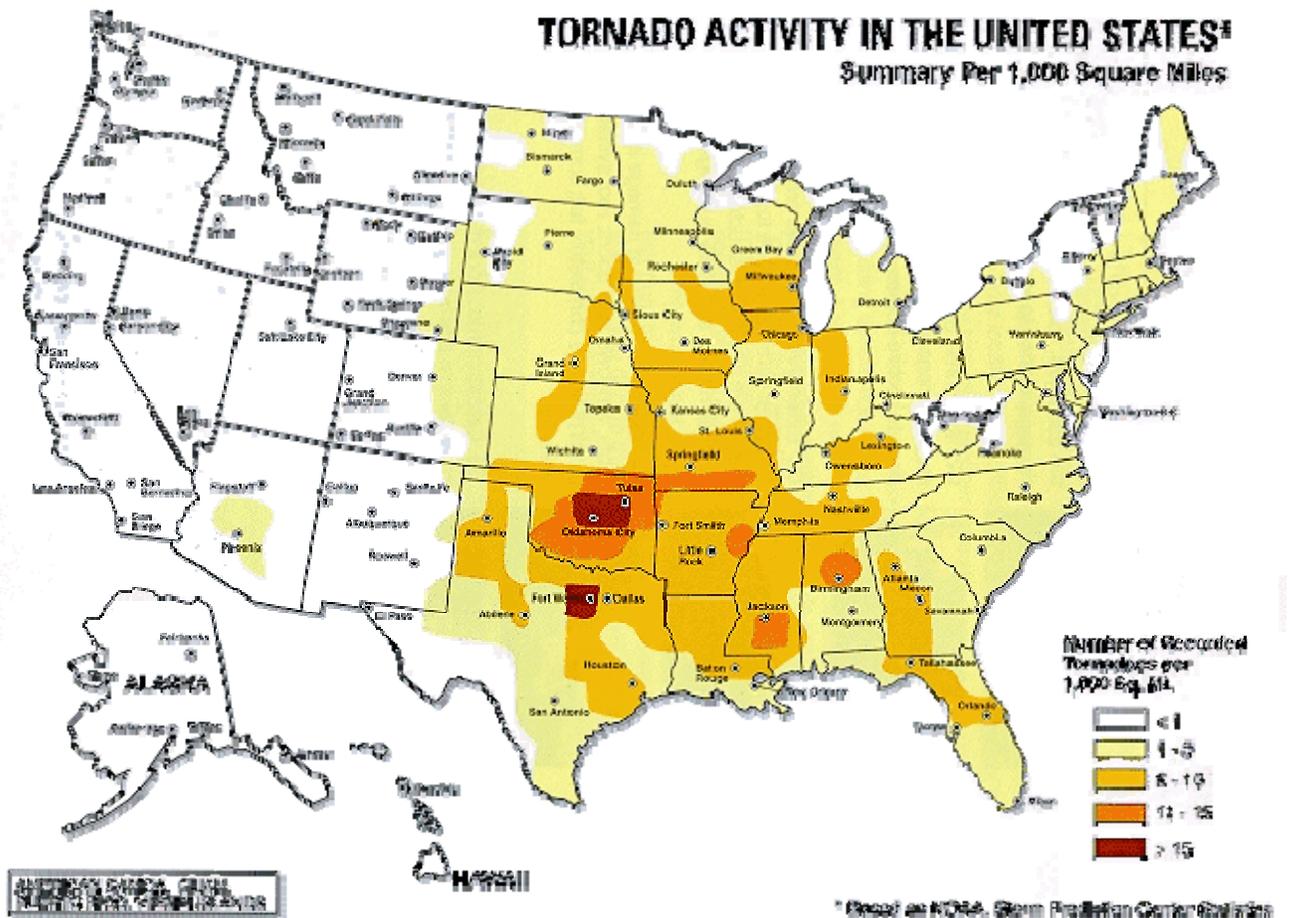


Figure 1.1 The number of tornadoes recorded per 1,000 square miles

## **Winter Storms**

Exposure to cold temperatures, whether indoors or outside, can cause serious or life-threatening health problems. Everyone is potentially at risk during winter storms. Most fatalities are indirectly related to the storm. People die from traffic accidents on icy roads, heart attacks while shoveling snow and hypothermia from prolonged exposure to cold.

### **WINTER STORM WATCH:**

Severe winter conditions such as heavy snow or ice are possible - prepare now.

### **WINTER STORM WARNING:**

Severe winter conditions have begun or are about to begin in your area - stay indoors!

### **BLIZZARD WARNING:**

Snow and strong winds will combine to produce a blinding snow with near-zero visibility, deep drifts and life-threatening wind chill. Seek shelter immediately!

### **WINTER WEATHER ADVISORY:**

Winter weather conditions are expected to cause significant inconveniences and may be hazardous - exercise caution, especially when driving.

### **FROST/FREEZE WARNING:**

Below freezing temperatures are expected and may damage crops. People who have homes without heat need to take necessary precautions.

## **Indoor Safety**

- If possible, stay indoors and dress warmly.
- Conserve fuel. Lower the thermostat to 65 degrees Fahrenheit during the day and 55 degrees Fahrenheit at night.
- Close off unused rooms.
- Seal drafts from doors and windows.
- Avoid unnecessary opening of doors or windows.
- Leave all water taps slightly open so they drip continuously.
- Eating well-balanced meals will help you stay warmer. Do not drink alcoholic or caffeinated beverages; they cause your body to lose heat more rapidly.
- Listen to your radio, television, or NOAA Weather Radio for weather reports and emergency information.

If there is a power failure:

- Use battery-powered flashlights or lanterns rather than candles, if possible.
- Never leave lit candles unattended.
- Never use a charcoal or gas grill indoors; the fumes are deadly.

## **Outdoor Safety**

- Find shelter
- Try to stay dry

- Cover all exposed body parts
- Build shelter: a lean-to, windbreak or snow cave for protection from the wind
- Build a fire for heat and to attract attention
- Place rocks around fire to absorb and reflect heat
- Melt snow for drinking water; eating snow will lower your body temperature
- Avoid overexertion - especially when shoveling or freeing stuck vehicles
- If you shovel snow, do stretching exercises to warm up. Take breaks often.
- Cover your mouth to protect your lungs from extremely cold air.
- Avoid working too hard (strains your heart).
- Drink water and other fluids to avoid dehydration.
- Watch for signs of frostbite and hypothermia. (See below)
- Drink warm liquids that do not contain caffeine or alcohol. (alcoholic drinks cause your body to lose heat more quickly).
- Avoid walking on ice. Walking on ice is extremely dangerous. Many cold-weather injuries result from falls on ice-covered sidewalks, steps, driveways and porches.

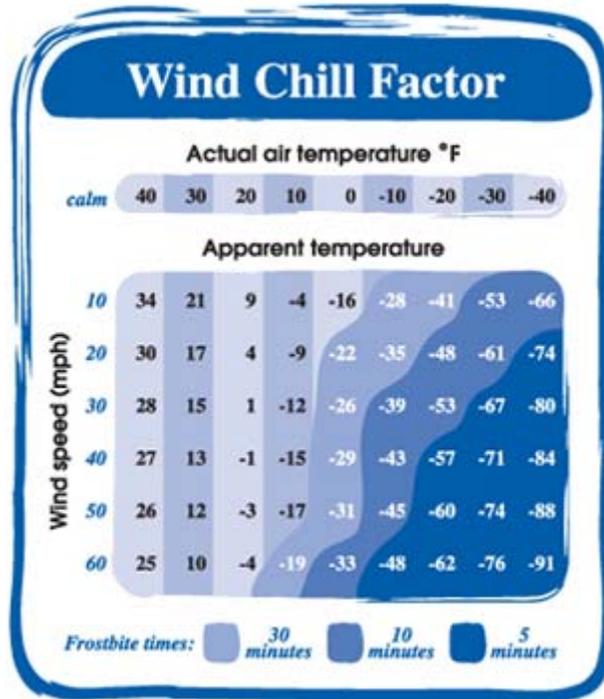
Dress for the storm if you must be outdoors during severe winter weather:

- Wear loose, lightweight, warm clothes in layers.
- Outer garments should be tightly woven, water repellent and hooded.
- Wear a hat; half your body heat loss can be from the head.
- Cover your mouth to protect your lungs from extreme cold.
- Mittens, snug at the wrist, are better than gloves.
- Wool, silk or polypropylene inner layers of clothing will hold more body heat than cotton.
- Stay dry;
- wet clothing chills the body rapidly.
- Excess perspiration will increase heat loss, so remove extra layers of clothing whenever you feel too warm.

### **Wind Chill**

The Wind Chill index is the temperature your body feels when the air temperature is combined with the wind speed. It is based on the rate of heat loss from exposed skin caused by the effects of wind and cold. As the speed of the wind increases, it can carry heat away from your body much more quickly, causing skin temperature to drop. When there are high winds, serious weather-related health problems are more likely, even when temperatures are only cool.

The Wind Chill Chart below shows the difference between actual air temperature and perceived temperature, and amount of time until frostbite occurs.



#### Travel with caution:

- Check and restock emergency supplies in your car before you leave.
- Never pour water on your windshield to remove ice or snow; the windshield may shatter.
- Listen for radio or television reports of travel advisories issued by the National Weather Service.
- Do not travel in low visibility conditions.
- Avoid traveling on ice-covered roads, overpasses and bridges if at all possible.
- If you must travel by car, use tire chains and take a mobile phone with you.
- If you must travel, let someone know your destination and when you expect to arrive. Ask them to notify authorities if you are late.
- Don't rely on a car to provide sufficient heat; the car may break down.
- Always carry additional warm clothing appropriate for the winter conditions.

#### If you are trapped in your car in a winter storm:

- Stay in the car.
- Do not leave the car to look for help unless help is visible within 100 yards.
- Display a "call for help" sign.
- Raise the car hood or hang a brightly colored cloth on the antenna to signal for help.
- To keep warm, turn on the car's engine for about 10 minutes each hour.
- Run the heater and turn on the car lights only when the car is running. (Avoid running the car battery down.)
- Keep the exhaust pipe clear of snow. (Avoid carbon monoxide poisoning.)
- Slightly open a window away from the blowing wind for fresh air.

- Leave the overhead light on when the engine is running so that you can be seen.
- As you sit, keep moving your arms and legs to keep blood circulating and to stay warm.
- If you're alone, stay awake as much as possible.
- If more than one person is in the car, take turns sleeping.
- For warmth, huddle close together.
- Wrap your body and head with extra clothes, blankets, newspapers, maps or removable car mats.
- Do not eat snow (lowers your body temperature). If no other water is available, snow can be melted for water using a can and a lit match. (Please note: Water must come to a rolling boil for one minute to kill most germs, but boiling water won't get rid of chemicals sometimes found in snow.)

### **Hypothermia**

When exposed to cold temperatures, your body begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up your body's stored energy. The result is hypothermia, or abnormally low body temperature. Body temperature that is too low affects the brain, making the victim unable to think clearly or move well. This makes hypothermia particularly dangerous because a person may not know it is happening and won't be able to do anything about it.

Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40°F) if a person becomes chilled from rain, sweat or submersion in cold water.

#### Warnings signs of hypothermia:

- shivering, exhaustion
- confusion, fumbling hands
- memory loss, slurred speech
- drowsiness

#### What to Do

If you notice any of these signs, take the person's temperature. If it is below 95°, the situation is an emergency; get medical attention immediately.

If medical care is not available, begin warming the person, as follows:

- Get the victim into a warm room or shelter.
- Remove any wet clothing
- Warm the center of the body first—chest, neck, head and groin—using an electric blanket, if available. Or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels or sheets.
- Warm beverages can help increase the body temperature, but do not give alcoholic beverages. Do not try to give beverages to an unconscious person.
- After body temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck.
- Get medical attention as soon as possible.

A person with severe hypothermia may be unconscious and may not seem to have a pulse or to be breathing. Even if the victim appears dead, CPR should be provided. CPR should continue while the victim is being warmed, until the victim responds or medical aid becomes available. In some cases, hypothermia victims who appear to be dead can be successfully resuscitated.

### **Frostbite**

Frostbite is an injury to the body that is caused by freezing. Frostbite causes a loss of feeling and color in affected areas. It most often affects the nose, ears, cheeks, chin, fingers or toes. Frostbite can permanently damage the body, and severe cases can lead to amputation. The risk of frostbite is increased in people with reduced blood circulation and among people who are not dressed properly for extremely cold temperatures.

#### Warning Signs of Frostbite

At the first signs of redness or pain in any skin area, get out of the cold or protect any exposed skin; frostbite may be beginning. Any of the following signs may indicate frostbite:

- a white or grayish-yellow skin area
- skin that feels unusually firm or waxy
- numbness

A victim is often unaware of frostbite until someone else points it out because the frozen tissues are numb.

#### What to Do

If you detect symptoms of frostbite, seek medical care. Because frostbite and hypothermia both result from exposure, first determine whether the victim also shows signs of hypothermia, as described previously. Hypothermia is a more serious medical condition and requires emergency medical assistance.

If (1) there is frostbite but no sign of hypothermia and (2) immediate medical care is not available, proceed as follows:

- Get into a warm room as soon as possible.
- Unless absolutely necessary, do not walk on frostbitten feet or toes; this increases the damage.
- Immerse the affected area in warm, not hot, water (the temperature should be comfortable to the touch for unaffected parts of the body).
- Or, warm the affected area using body heat. For example, the heat of an armpit can be used to warm frostbitten fingers.
- Do not rub the frostbitten area with snow or massage it at all. This can cause more damage.
- Don't use a heating pad, heat lamp or the heat of a stove, fireplace or radiator for warming. Affected areas are numb and can be easily burned.

## **Workplace Violence**

Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in a work setting. A workplace may be any location either temporary or permanent where an employee performs any work-related duty. This includes but is not limited to, the buildings and the surrounding perimeters, including parking lots, field locations, client's homes and traveling to and from work assignments.

### **Statistics**

High-risk workplaces include taxicab establishments, liquor stores, gas stations, detective/protective services, justice/public order establishments, grocery stores, jewelry stores, hotels/motels and eating/drinking places.

High-risk occupations are taxicab drivers/chauffeurs, law enforcement officers (police officers/sheriffs), hotel clerks, gas station workers, security guards, stock handlers/baggers, store owners/managers and bartenders.

Homicide is the second leading cause of death on the job, second only to motor vehicle crashes.

Homicide is the leading cause of workplace death among females. However, men are at three times higher risk of becoming victims of workplace homicides than women.

Homicide is also the leading cause of death for workers under 18 years of age.

The majority of workplace homicides are robbery related crimes (71%) with only 9% committed by coworkers or former coworkers. Additionally, 76% of all workplace homicides are committed with a firearm.

According to the Bureau of Justice Statistics, an average of 1.7 million people were victims of violent crime while working or on duty in the United States.

### **General Duty Clause**

OSHA's General Duty Clause [29 USC 1900 5(a)(1)] states that Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm.

This includes the prevention and control of the hazard of violence in the workplace.

### **Types of Workplace Violence**

Violence can be committed by strangers, customers, clients, coworkers or personal relations. The acts they commit include:

- Beatings
- Stabbings
- Suicides
- Shootings
- Rapes
- Psychological Trauma

- Threats or obscene phone calls
- Intimidation
- Harassment
- Being followed, sworn to or shouted at

**Risk Factors**

Factors that place workers at risk for violence in the workplace include:

- Interacting with the public
- Exchanging money
- Delivering services or goods
- Working late at night or during early morning hours
- Working alone
- Guarding valuable goods or property
- Dealing with violent people or volatile situations

**Warning Signs**

**Confusion**

Person may appear baffled or distracted. They may be unsure of the next course of action.

- Listen to their concerns
- Ask clarifying questions
- Give them factual information

**Frustration**

Person may be reacting or resisting information. They may appear impatient or feeling a sense of defeat. It is possible that they will try and provoke you.

- Relocate to quiet location or setting
- Reassure them
- Make a sincere attempt to clarify concerns

**Blame**

Person may be placing responsibility for problems on everyone else or accusing or holding you responsible. They could appear to be on the verge of potentially hazardous behavior.

- Disengage and bring second party into the discussion
- Use teamwork approach
- Draw person back to facts
- Use probing questions

**Anger**

Person has a sudden change in body language and disposition. They may begin pointing fingers, shouting or screaming.

- Use venting techniques
- Don't offer solutions
- Don't argue with comments made
- Prepare to evacuate or isolate
- Contact supervisor and/or security

### **Hostility**

Person exhibits behavior in which physical actions or threats appear imminent. They may begin inflicting physical harm or property damage. Their behavior is out-of-control.

- Disengage and evacuate
- Attempt to isolate person if it can be done safely
- Alert supervisor and contact security immediately

### **Preventive Measures**

Examples of prevention strategies include (but are not limited to):

#### *Housekeeping*

- Make high-risk areas more visible.
- Implement a badge or sign-in system for visitors.
- Increase the number of employees on duty.
- Provide training in conflict resolution and nonviolent response.
- Avoid resistance during a robbery.
- Provide bullet-proof barriers or enclosures.
- Close establishments during high-risk hours (late at night and early in the morning).

#### *Handling cash*

- Leave a clear, unobstructed view of the cash register from the street.
- Post signs saying cash register contains minimal cash.
- Store cash in a drop safe or limited-access safe
- Don't count cash or close the till in front of customers.
- Practice the "buddy system" during cash drops.

#### *Entering and leaving*

- Have more than one exit employees can reach in case of emergency.
- Practice the "buddy system" to walk to public transportation and parking areas.
- Make sure back doors are locked at night. Employees should still be able to exit easily.

#### *Security and lighting*

- Use alarms and locks and make sure they work properly.
- Use security surveillance cameras or mirrors.
- Provide a "panic" button, silent alarm or other means for employees to communicate with police or security.
- Provide adequate lighting and security in parking lots and other areas where employees go alone at night.
- Work with your local law enforcement to identify any special arrangements which might be useful in a particular location.

# Employer Guide To Emergency Action Planning

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## **A Team Effort**

Putting together a comprehensive emergency action plan that deals with those issues specific to a worksite involves taking what is learned from a workplace evaluation and describing how employees will respond to different types of emergencies, taking into account a specific worksite layout, structural features, and emergency systems. Most organizations find it beneficial to include a diverse group of representatives (management and employees) in this planning process and to meet frequently to review progress and allocate development tasks. The commitment and support of all employees is critical to the plan's success in the event of an emergency; ask for their help in establishing and implementing an emergency action plan.

Before starting your plan, it is a good idea to meet with the local fire and police departments to talk about the community's emergency response capabilities. Discuss your operations and ask them to identify processes and materials that could cause or fuel a fire, be a hazard in a natural disaster, cause complications in case of a chemical spill or encourage violence in the workplace. Ask them to educate you about local fire codes and regulations.

Next you should familiarize yourself with OSHA's codes as they pertain to emergency action plans and safety in the workplace (See OSHA regulations contained in Chapter 2). Determine your obligations under OSHA's guidelines and customize them to your worksite. To do this, utilize the Emergency Preparedness Checklist found at the end of this chapter. If you have more than 10 employees, then your plan must be in writing [29 CFR 1910.38(b)] (see the fill-in-the-blank Emergency Action Plan in Chapter 6).

When developing your Emergency Action Plan, it's important to tailor it to your worksite and include information about all potential sources of an emergency. Developing a prevention plan means you should do a hazard assessment to determine what, if any, physical or chemical hazards in your workplace could cause an emergency. If you have more than one worksite, each site should have an Emergency Action Plan.

First, you should establish a coordinator of the plan. This person is in charge of the plan's details and making sure that it is communicated to the employees. Its important employees know who the coordinator is and how they can reach that person. The coordinator is responsible for the following:

- Assessing the situation to determine whether an emergency exists requiring activation of your emergency action plan.
- Supervising all efforts in the area, including evacuating personnel.
- Coordinating outside emergency services, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary.
- Directing the shutdown of plant operations when required.

You may also choose to designate employees to assist with rescue efforts such as using a fire extinguisher, administering first aid or CPR. It is important that these employees are properly trained and feel comfortable performing the task to which they are assigned. They should be made aware of any employees that have special needs that may need assistance in an emergency.

### What to Include

At a minimum, the plan must include, but is not limited to, the following elements [29 CFR 1910.38(c)]:

- Means of reporting fires and other emergencies.
- Evacuation procedures and emergency exit route assignments.
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after an emergency evacuation has been completed.
- Rescue and medical duties for those employees who are to perform them.
- Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.

Although they are not specifically required by OSHA, you may find it helpful to include the following in your plan:

- A description of the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens or even public address systems.
- The site of an alternative communications center to be used in the event of a fire or explosion.
- A secure on- or offsite location to store originals or duplicate copies of accounting records, legal documents, your employees' emergency contact lists and other essential records.

### Means of Reporting Emergency

Dialing "911" is a common method for reporting emergencies if external emergency personnel are used at your workplace. Internal numbers may be used for reporting emergencies. If they are, they should be posted on, or near, each phone. Internal numbers sometimes are connected to intercom systems so that coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems. No matter what system is used, it is imperative that emergency situations be immediately reported. Fires and other emergency situations can reach dangerous levels in seconds and any delay in getting emergency responders to the scene can result in additional loss of life and property.

Once an emergency that requires a response from employees is reported, a system, typically an alarm system (See 29 CFR 1910.165 in this program), must be in place to notify employees. Alarms must be distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your emergency action plan. The alarm must be capable of being perceived above ambient noise and light levels. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Ideally, alarms will be able to be heard, seen or otherwise perceived by everyone in the workplace including those who may be blind or deaf. Otherwise, floor wardens or others should be tasked

with ensuring all employees are notified. You might want to consider providing an auxiliary power supply to your alarm system in the event of an electrical failure. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees.

National Fire Protection Association (NFPA) 72, National Fire Alarm Code, requires a fire alarm signal to be distinctive in sound from other signals and can not be used for any other purpose.

The two most common types of alarms are audible and visual devices:

### **Audible Alarms**

Audible alarms include bells, horns, sirens, voice announcement systems and other devices that can be distinguished above and apart from the normal sound level within the workplace. Temporal and voice signals are the most effective means.

- Use temporal coded signals. Temporal coding is accomplished by interrupting a steady sound in the following manner: .5 sec ON; .5 sec OFF; .5 sec ON; .5 sec OFF, in a repeating cycle.
- Use a distinctive three-pulse temporal pattern to signal an immediate emergency evacuation.

**Standard Audible Emergency Evacuation Signal.** This signal shall consist of a "three-pulse" temporal pattern. Three successive "on" phases, lasting 0.5 second each, must be separated by 0.5 second of "off" time. Then, at the completion of the third "on" phase there must be 1.5 seconds of "off" time before the full cycle is repeated. Therefore, the total cycle shall last 4.0 seconds (0.5 second "on," 0.5 second "off," 0.5 second "on," 0.5 second "off", 0.5 second "on," 1.5 seconds "off") [S3.41, Audible Emergency Evacuation Signal, American National Standard Institute (ANSI)].

- Only use this signal pattern to notify personnel of the need to immediately evacuate the building. Total evacuation is not always desirable or necessary during an emergency, but relocation of the occupants from the affected area to a safe area within the building, or their protection in place.

**Note:** Audible notification devices such as horns, bells or sirens are no longer recognized for new systems by *NFPA 72, National Fire Alarm Code* – only temporal signals or voice signals. For visual signals, only strobe lights are now recognized by *NFPA 72* and the Americans with Disabilities Act (ADA). The following bells, horns and sirens, are only permitted in existing systems.

#### *Bells*

Vibrating bells are the most common signal device. Bells are commonly used in schools for fire alarms.

### *Horns*

Horns produce a very loud distinctive sound that immediately attracts attention. Horns can be useful to call attention to critical situations. Signals other than those used for evacuation purposes do not have to produce the temporal coded signal.

### *Sirens*

Sirens produce a loud piercing wail that makes them ideally suitable for initiating a site-wide evacuation.

### *Workplace Announcement System*

Speakers can be used to play a live or recorded voice message. They are often ideally suited for large workplaces where phased or guided evacuations are needed.

## **Visual Alarms**

Visual alarms use steady, flashing or strobe lights to alert workers to an emergency situation in areas where noise levels are high, especially where ear protection must be worn and audible signals may not be heard or may be misunderstood. Visual signals also provide an effective way to alert workers with hearing loss about an emergency. Strobe lights are recognized as the most effective means. **Only strobe lights are now recognized by NFPA 72 and the Americans with Disabilities Act (ADA).**

Provide visible signals in restrooms, in other general and common use areas and in hallways and lobbies. Common use areas also include:

- meeting and conference rooms
- classrooms
- cafeterias
- filing and photocopy rooms
- employee break rooms
- dressing, examination and treatment rooms
- similar spaces that are not used solely as employee work areas.  
[Americans with Disabilities Act Accessibility Guidelines, ADAAG [4.28.1](#) General].

**Note:** It is not always possible to fix the occupancy of a room or space or anticipate its use by a person with a hearing impairment. Visual alarms are particularly important in those common use spaces where a person may be alone.

### **Flashing/Steady Lights**

These lights are well suited for areas where ambient noise makes audible signals difficult to hear. These types of lights come with different colored covers for increased attention and can be ordered with rotating or flashing lights.

### **Strobe Lights**

Strobe lights use high intensity flash tubes that are ideally suited for areas where high ambient light levels make traditional rotating or flashing lights difficult to distinguish or where ambient noise makes audible signals difficult to hear.

## Exit Routes

How would you escape from your workplace in an emergency? Do you know where all the exits are in case your first choice is too crowded? Are you sure the doors will be unlocked and that the exit access, such as a hallway, will not be blocked during a fire, explosion or other crisis? Knowing the answers to these questions could keep you safe during an emergency.

An exit route is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. An exit route consists of three parts:

*Exit access* – portion of an exit route that leads to an exit.

*Exit* – portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge.

*Exit discharge* – part of the exit route that leads directly outside or to a street, walkway, refuge area, public way or open space with access to the outside.

### **Required Number**

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees and other building occupants during an emergency. However, more than two exits are required if the number of employees, size of the building, or arrangement of the workplace will not allow employees to evacuate safely. Exit routes must be located as far away as practical from each other in case one is blocked by fire or smoke.

Exception: If the number of employees, the size of the building, its occupancy or the arrangement of the workplace allows all employees to evacuate safely during an emergency, one exit route is permitted.

### **Design and Construction Requirements**

- Exit routes must be permanent parts of the workplace.
- Exit discharges must lead directly outside or to a street, walkway, refuge area, public way or open space with access to the outside. These exit discharge areas must be large enough to accommodate the building occupants likely to use the exit route.
- Exit stairs that continue beyond the level on which the exit discharge is located must be interrupted at that level by doors, partitions or other effective means that clearly indicate the direction of travel leading to the exit discharge.
- Exit route doors must be unlocked from the inside. They must be free of devices or alarms that could restrict use of the exit route if the device or alarm fails.
- Side-hinged exit doors must be used to connect rooms to exit routes. These doors must swing out in the direction of exit travel if the room is to be occupied by more than 50 people or if the room is a high-hazard area.
- Exit routes must support the maximum permitted occupant load for each floor served, and the capacity of an exit route may not decrease in the direction of exit route travel to the exit discharge.
- Ceilings of exit routes must be at least 7 feet, 6 inches high.
- An exit access must be at least 28 inches wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit and exit

discharge must be at least equal to the width of the exit access. Objects that project into the exit must not reduce its width.

- Outdoor exit routes are permitted but must meet the minimum height and width requirement for indoor exit routes and must:
  - have guardrails to protect unenclosed sides if a fall hazard exists;
  - be covered if snow or ice is likely to accumulate, unless the employer can demonstrate accumulations will be removed before a slipping hazard exists;
  - be reasonably straight and have smooth, solid, substantially level walkways; and
  - not have a dead-end longer than 20 feet.

### **Requirements for Exits**

- Exits must be separated by fire resistant materials; that is, one-hour fire-resistance rating if the exit connects three or fewer stories and two-hour fire-resistance rating if the exit connects more than three floors.
- Exits are permitted to have only those openings necessary to allow access to the exit from occupied areas of the workplace or to the exit discharge. Openings must be protected by a self-closing, approved fire door that remains closed or automatically closes in an emergency.

### **Maintenance, Safeguarding and Operational Features**

OSHA standards require employers to do the following:

- Keep exit routes free of explosive or highly flammable furnishings and other decorations.
- Arrange exit routes so employees will not have to travel toward a high-hazard area unless the path of travel is effectively shielded from the high-hazard area.
- Ensure that exit routes are unobstructed by materials, equipment, locked doors or dead-end corridors.
- Ensure that safeguards designed to protect employees during an emergency remain in good working order.
- Provide lighting for exit routes adequate for employees with normal vision.
- Keep exit route doors free of decorations or signs that obscure the visibility of exit route doors.
- Post signs along the exit access indicating the direction of travel to the nearest exit and exit discharge if that direction is not immediately apparent. Also, the line-of-sight to an exit sign must be clearly visible at all times.
- Mark doors or passages along an exit access that could be mistaken for an exit “Not an Exit” or with a sign identifying its use (such as “Closet”).
- Install “EXIT” signs in plainly legible letters.
- Renew fire-retardant paints or solutions often enough to maintain their fire-retardant properties.
- Maintain exit routes during construction, repairs, or alterations.
- Provide an emergency alarm system to alert employees, unless employees can promptly see or smell a fire or other hazard in time to provide adequate warning to them.

### Evacuation Procedures

An evacuation policy, procedures and escape route assignments should be established so employees understand who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate and what routes to take. Exit diagrams are typically used to identify the escape routes to be followed by employees from each specific facility location [29 CFR 1910.38(c)(2)].

Evacuation procedures also often describe actions employees should take before and while evacuating such as shutting windows, turning off equipment and closing doors behind them. A disorganized evacuation can result in confusion, injury and property damage. When developing your emergency action plan, it is important to determine the following:

- Conditions under which an evacuation would be necessary.
- Conditions under which it may be better to shelter-in-place.
- A clear chain of command and designation of the person in your business authorized to order an evacuation or shutdown.
- Specific evacuation procedures, including routes and exits.
- Specific evacuation procedures for high-rise buildings.
  - For Employers
  - For Employees
- Procedures for assisting visitors and employees to evacuate, particularly those with disabilities or who do not speak English.
- Designation of what, if any, employees will remain after the evacuation alarm to shut down critical operations or perform other duties before evacuating.
- A means of accounting for employees after an evacuation.
- Special equipment for employees.
- Appropriate respirators.

When preparing your plan, designate primary and secondary evacuation routes and exits. To the extent possible under the conditions, ensure that evacuation routes and emergency exits meet the following conditions:

- Clearly marked and well lit
- Wide enough to accommodate the number of evacuating personnel
- Unobstructed and clear of debris at all times
- Unlikely to expose evacuating personnel to additional hazards

If you prepare drawings that show evacuation routes and exits, post them prominently for all employees to see. (Contact Personnel Concepts for an easy-to-implement Emergency Evacuation Kit.)

You might consider appointing people to see to certain tasks upon evacuation such as shutting things down or turning off utilities. Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours.

Wardens may be responsible for checking offices, bathrooms and other spaces before being the last person to exit an area. They might also be tasked with ensuring that fire doors are closed when exiting. All employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system and any hazardous areas to avoid during an emergency evacuation.

Visitors should also be accounted for following an evacuation and may need additional assistance when exiting. Some employers have all visitors and contractors sign in when entering the workplace and use this list when accounting for all persons in the assembly area. The hosts and/or area wardens, if established, are often tasked with helping these individuals safely evacuate.

### Shutting Down Critical Operations

Certain equipment and processes must be shut down in stages or over time. In other instances, it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

### Accounting for Employees after Evacuation

Accounting for all employees following an evacuation is critical. To ensure the fastest, most accurate accountability of your employees, you may want to consider including these steps in your emergency action plan:

- Designate assembly areas or areas, both inside and outside your workplace, where employees should gather after evacuating. Assembly locations within the building are often referred to as "areas of refuge." Make sure your assembly area has sufficient space to accommodate all of your employees. Exterior assembly areas, used when the building must be partially or

completely evacuated, are typically located in parking lots or other open areas away from busy streets. Try and designate assembly areas so that you will be up-wind of your building from the most common or prevailing wind direction.

- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge. Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. When designating an assembly area, consider (and try to minimize) the possibility of employees interfering with rescue operations.
- Establish a method for accounting for non-employees such as suppliers and customers.
- Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.

### Rescue and Medical Duties

It takes more than just willing hands to save lives. Untrained individuals may endanger themselves and those they are trying to rescue. You need to decide whether you want to designate employees to be trained to assist in rescue operations including fire extinguisher use, first aid and CPR. If so, make sure that training is thorough and the employee is confident with their role.

Unless you are a large employer handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably choose to rely on local public resources to provide these specialized services. If you choose to use external departments or agencies, such as the local fire and police departments, medical clinics or hospitals, and ambulance services, make sure they are prepared to respond as outlined in your plan. For example:

- Have members of the local fire department conduct a walk-through of your workplace so they are familiar with the layout and any potential hazards.
- Establish a relationship with a local ambulance service so transportation is readily available for emergencies.
- Make arrangements with near by medical clinics or other facilities to handle emergency cases and to provide medical and first-aid services to employees.
- If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate first-aid training. The American Red Cross, some insurance providers, local safety councils, fire departments, or other sources may be able to provide this training. Treatment of a serious injury should begin within three to four minutes of the accident. Consult with a

physician or other professional to order appropriate first-aid supplies for emergencies.

### Communicating the Plan to your Employees

Educate your employees about workplace emergencies and train them in the proper course of action. The size of your workplace and workforce, processes used, materials handled and the availability of onsite or outside resources will determine your training requirements. Be sure all your employees understand the function and elements of your emergency action plan, including information on fires, natural disasters, chemical spills and workplace violence (See Employee Guide contained in this program). Discuss any special hazards you may have onsite such as flammable materials, toxic chemicals, radioactive sources or water-reactive substances. Clearly communicate to your employees who will be in charge during an emergency to minimize confusion. Your training should address the following:

- Individual roles and responsibilities.
- Threats, hazards, and protective actions.
- Location and operation of manually activated pull stations and communication equipment.
- Emergency response procedures.
- Evacuation, shelter, and accountability procedures.
- Location and use of common emergency equipment.
- Emergency shutdown procedures.

Once you have reviewed plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

Review your plan with all your employees and consider requiring annual training in the plan. Also offer training when you do the following:

- Develop your initial plan.
- Hire new employees.
- Introduce new equipment, materials, or processes into the workplace that affect the current procedures.
- Change the layout or design of the facility.
- Revise or update your procedures.

# Emergency Preparedness Checklist

This checklist is designed to help you determine your level of compliance with OSHA's standards 29 CFR 1910.36-38, 157 and 165. These questions follow guidelines to these standards. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a semiannual basis, you can assure your ongoing compliance.

Warning Signals	Yes	No	NA
Are visual alarms present and detectable from work areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can visual alarms be activated manually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In large rooms/spaces greater then 100 feet across, are perimeter visual alarms no more than 100 feet apart or suspended from the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visual alarms placed 6 inches below the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms operational? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area audible alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms electric powered? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms that are electric powered equipped with battery backup? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke/heat detection systems present?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are units installed with tamper proof screws to prevent tampering? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance schedule for alarms and detectors?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm automatically notify the Fire Department? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm have an "ALL CLEAR" signal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm control panel accessible when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the control panel show where the fire is located? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications	Yes	No	NA
Is there a phone accessible on every floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to or posted near the phones? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an alternate means of communication in the event of a power outage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Routes and Evacuation	Yes	No	NA
Are evacuation routes posted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are secondary routes of exit identified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evacuation routes at least 28 inches in width? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits marked with an exit sign? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs distinctive in color and easily distinguished from decorations and other signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs illuminated at all times when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and with a stroke lettering of at least 3/4 inch wide? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights present and working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exits empty out into vehicular traffic? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits supported with emergency lighting? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each hallway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each lobby? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Exit Routes and Evacuation (continued)	Yes	No	NA
Are exit routes well lighted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes unobstructed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes free from flammable furnishings or decorations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 2 exits in all occupied rooms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes clearly indicated so that everyone readily knows the direction of escape?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an exit door is not accessible, are there signs to indicate the nearest accessible exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in the event of an emergency?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "NOT AN EXIT" routes properly marked? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors easily opened (without a key) from the direction of exit traveled? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes readily marked with signs or arrows when the way to reach an exit is not immediately visible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exit route free from rooms that could be locked thereby obstructing the exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors capable of swinging a full 90 degrees open? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When doors swing open, is at least half of corridor unobstructed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable or combustible materials removed from path of exit routes? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors meet safety requirements for human impact? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are building access roads for emergency vehicles kept free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do self closing fire doors work properly?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access walkways to the building for emergency personnel kept free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated assembly/rally point?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities/Electrical Control	Yes	No	NA
Is the building equipped with gas shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gas valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with shut-off switches for electricity? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical switches marked and accessible?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do junction boxes close properly?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords in good condition?Are exits accessible to people with disabilities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords present a tripping hazard?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets overloaded?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical switches provided with tight fitting covers?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage around electrical equipment safely arranged?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any defective equipment properly marked and taken out of service? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with steam shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steam shut-off valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a back-up energy source? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Fire Suppression	Yes	No	NA
Appropriate types of fire extinguishers available and in sufficient number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located in the appropriate places? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible, accessible and free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm pull stations in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire hydrant located in the vicinity of the building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severe Storm/Shelter	Yes	No	NA
Is there a plan to provide shelter in an alternate facility in the event of severe weather? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will this shelter accommodate the number and type of individuals designated or assigned to it? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the shelter provide adequate protection from severe storms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation routes communicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelter areas properly marked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of communication available in the shelter? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an alternate source of power available for the entire building or designated shelter area? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is survival equipment available in the shelter (e.g., food, water, blankets)? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping	Yes	No	NA
Are floors in good state of repair? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building interior clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does furniture restrict egress from the building? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the outside of the building clearly marked with a name or number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials stored in a secure cabinet or room? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are elevated surfaces more then 30 inches above the floor or ground provided with a standard rail? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways being used for storage of materials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area free of an accumulation of combustibile materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and repaired.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Employee Training Sheets

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## >> Chemical Spill Emergencies

You should never work with a chemical until you are familiar with all of the hazards of the chemical and its use precautions, including what to do in the event of a spill. The cleanup of a chemical spill should only be done by trained and properly equipped personnel. Specific procedures for spill cleanup will vary depending on the location of the spill (elevator, corridor, chemical storeroom, work area), the amount and physical properties of the spilled material (volatile liquid, solid, or toxic gas), and the degree and type of material toxicity.

**Employees may clean up small spills of hazardous materials provided that all of the following conditions are met:**

- The hazards of the material(s) are known, and appropriate precautions can be taken to prevent personal exposure
- There is no potential of a release to the environment
- There are no personal injuries as a result of the spill
- The clean up procedures are known and the proper equipment (e.g., PPE and spill clean up materials) is available
- The spill can be cleaned up safely by two people in one hour or less.

***If all of these conditions are not met, then call for emergency assistance.***

**Minor Chemical Spill**

- Alert people in the immediate area of spill
- Wear the appropriate protective equipment, including safety goggles, chemical resistant gloves, long-sleeve clothing, and resistant footwear
- Avoid breathing vapors from the spill
- Increase ventilation in the area of the spill
- Confine the spill to the smallest area possible
- Do not walk through the spilled chemical
- Turn off ignition and heat sources and isolate incompatibles or reactive chemical substances, if this can be accomplished safely
- Cover or block sinks or floor drains to prevent spilled materials from reaching the outdoors
- Use an appropriate kit to neutralize and/or absorb the spill
- Collect neutralized and/or absorbed materials, place in an appropriate container and label it as hazardous waste
- After a spill is thoroughly cleaned or neutralized, clean spill area with water

**Major Chemical Spill**

- Activate nearest fire alarm
- Do Not attempt to clean up spill
- Attend to any injured or contaminated persons and remove them from exposure
- Seek medical attention, if necessary
- Alert people in the facility to evacuate to a safe distance
- Turn off ignition and heat sources and isolate incompatibles or reactive chemical substances, if this can be accomplished safely
- Close doors and windows to the affected area
- Post "Do Not Enter" signs or barrier tape at all entrances to the affected area
- Provide emergency personnel with as much information as possible about the incident including MSDS(s) if available

**Chemical Spill on Body:**

- Immediately rinse the affected area with running water from faucet or safety shower continuously for at least 15 minutes
- Remove all contaminated clothing
- Make sure chemical has not accumulated in shoes
- Review MSDS(s) for hazards or possible delayed reactions
- Seek medical attention
- Report the incident to your supervisor immediately

**Hazardous Material Splashed in Eye:**

- Immediately rinse eyeball and inner surface of eyelid with running water from a faucet or eyewash continuously for 15 minutes
- Review MSDS(s) for hazards
- Seek medical attention
- Report the incident to your supervisor immediately

See Reverse



## >> Chemical Spill Emergencies

The nearest spill response kit is located \_\_\_\_\_

\_\_\_\_\_

The nearest safety shower is located \_\_\_\_\_

\_\_\_\_\_

The nearest eyewash is located \_\_\_\_\_

\_\_\_\_\_

The nearest fire alarm pull box is located \_\_\_\_\_

\_\_\_\_\_

MSDS(s) for materials used in the work area are located \_\_\_\_\_

\_\_\_\_\_

Staff member in charge of Environmental Health & Safety \_\_\_\_\_

\_\_\_\_\_

Local Fire # \_\_\_\_\_

\_\_\_\_\_



## >> Earthquake Safety

When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

### During the Earthquake

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD on until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury.
- Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.

### After the Earthquake

- Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
- If you must leave a building after the shaking stops, use the

stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire.

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations. Return to the office only when authorities say it is safe.
- Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves or "tidal waves". When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- Help injured or trapped persons. Remember to help your coworkers who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.

### If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.



## >> Flood Preparedness

A flood occurs when prolonged rainfall over several days, intense rainfall over a short period of time, or an ice or debris jam causes a river or stream to overflow and flood the surrounding area. Melting snow can combine with rain in the winter and early spring; severe thunderstorms can bring heavy rain in the spring and summer; or tropical hurricanes can bring intense rainfall to the coastal and inland states in the summer and fall.

Floods can roll boulders the size of cars, tear out trees, destroy buildings and bridges, and pose a significant threat to human lives. There are not always warnings that these deadly, sudden floods are coming.

### **Flash Flood Watch vs. Warning**

**Flash Flood Watch** - Indicates that flash flooding is a possibility in or close to the watch area. Those in the affected area are urged to be ready to take action if a flash flood warning is issued or flooding is observed.

**Flash Flood Warning** - Indicates that flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately. Very heavy rain in a short period of time can or has led to flash flooding.

### **Preparing For a Flood**

- Keep alert for signs of heavy rain (thunder and lightning), both where you are and upstream. Watch for rising water levels.
- Know where high ground is and get there quickly if you see or hear rapidly rising water.
- Be prepared to evacuate.
- Be especially cautious at night. It's harder to recognize the danger then.
- Construct barriers (levees, beams, floodwalls) to stop floodwater from entering the building.
- If time allows, move valuables to higher places.
- Unplug electrical appliances, moving them to higher levels, if possible. However, do not touch an electric appliance if you are wet or standing in water.

- If you have a car, fill the gas tank in case you have to evacuate.

### **What to Do During a Flood**

- Do not attempt to cross flowing water which may be more than knee deep. If you have doubts, don't cross.
- During threatening weather listen to commercial radio or TV, or NOAA Weather Radio for Watch and Warning Bulletins.
- Never try to walk, swim, drive, or play in flood water. You may not be able to see how fast the flood water is moving or see holes or submerged debris.
- Beware of low spots, such as underpasses, underground parking garages, and basements as they can become death traps.
- Beware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Beware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.



## >> Flood Preparedness

**The following are important points to remember when driving in flood conditions:**

- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
- Do not drive around a barricade. They are there for your protection.
- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines, and report them to the power company.
- Return to work/home only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

**After a Flood**

- Get necessary medical care at the nearest hospital. The American Red Cross can provide shelter, food, and first aid, as well as a means to purchase new clothing.
- Do not visit disaster areas. Your presence might hamper rescue and other emergency operations.
- If the power is out, use flashlights, not lanterns, candles, or matches, to examine buildings. Flammables may be inside.
- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.



## >> Fire Safety

### In case of a fire

- Remain calm.
- If you smell smoke, activate fire alarm.
- Follow exit route procedures for your location. Make sure to feel a door before opening it to feel if it is hot to the touch. If it is hot, do not open it. Look for an alternate exit. If there is none, remain in room and call for help. If it is not hot, proceed through the door. Close the door on your way out to help isolate the fire.
- Assist those who are unable to exit the building on their own if it will not put you at additional risk.
- Do not use elevators.
- If the area you are in fills with smoke, drop to the floor and crawl to nearest exit or smoke free area.
- Once you are in a safe area, call for help.

### You should only attempt to fight a fire if the following conditions exist:

- If fire is small and contained
- You are safe from toxic smoke
- You have a means of escape
- Your instincts tell you it is ok

### You should flee a fire if:

- If the fire is spreading rapidly or is a large fire
- You are unsure of how to operate the extinguisher
- The fire could block your escape route

### Extinguisher use

If you are not in danger and you feel that you can safely attempt to extinguish the fire, remember the acronym PASS to help you activate the extinguisher successfully.

- Pull the pin at the top of the extinguisher that prevents the handle from being pressed
- Aim the nozzle at the base of the fire
- Squeeze the handle to release the extinguishing agent
- Sweep foam from side to side at the base of the fire

Watch for re-ignition and repeat steps if necessary.

Portable Fire Extinguishers located \_\_\_\_\_

Fire Alarm Pull Box located \_\_\_\_\_

Local Fire Dept # \_\_\_\_\_

### Preventing Fires

Electrical equipment causes the largest number of workplace fires. Reduce the risk of electrical hazards by observing the following safety precautions:

- Have wires replaced when insulation becomes frayed or worn.
- Use the correct fuse for the job.
- Use extension cords that are in good condition and adequate for the task.
- Check that ground connections are sound.
- Keep combustible material away from lights and machinery.
- Don't use temporary wiring or overload motors, circuits, and outlets.
- Don't leave heating equipment or machinery running unattended or overnight.

### Common sense and good housekeeping also help prevent fires.

#### Make sure that you:

- Keep equipment free of dust and grease.
- Check chemical labels and MSDS's so you don't use or store incompatible substances together.
- Keep aisles and hallways clear and free from trash.
- Make sure that fire extinguishers and exits are not obstructed.
- Store flammable liquids only in approved containers.
- Don't store flammable or combustible materials near electrical equipment.
- Don't store oxygen cylinders near combustible materials.
- Don't use space heaters or have an open flame such as a candle.
- Obey no smoking policy.
- Put cigarettes and matches out before throwing them away.
- Dispose of cigarettes and matches in receptacles designated for that purpose.
- Smoke only in designated smoking areas.



## >> Hurricane Preparedness

A hurricane (also known as a typhoon or cyclone in some parts of the world) is a tropical storm with winds reaching constant speed of 74 miles an hour or more. The winds blow in a spiral pattern around a relatively calm center known as the “eye” of the hurricane. The “eye” is generally 20 to 30 miles wide and the hurricane itself can be as big as 400 miles wide. An approaching hurricane will darken the sky and produce great winds that increase in strength. As the hurricane nears land, it brings torrential rains, high winds and storm surges. It can last for more than 2 weeks in open waters and sweep across the entire Eastern seaboard. Hurricane season is June 1 through November 30th, peaking in August and September.

### **Watch vs. Warning**

**A HURRICANE WATCH** issued for your part of the coast indicates the possibility that you could experience hurricane conditions within 36 hours. This watch should trigger your disaster plan, and protective measures should be initiated, especially those actions that require extra time such as securing a boat, leaving a barrier island, etc

**A HURRICANE WARNING** issued for your part of the coast indicates that sustained winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, you should be in the process of completing protective actions and deciding the safest location to be during the storm.

### **What to do during a Hurricane Warning**

- People come first. Provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.
- Move items away from windows and below-ground storage into water-resistant areas.
- Take only essential items with you.
- If you have time, turn off the gas, electricity, and water.
- Disconnect appliances to reduce the likelihood of electrical shock when power is restored.

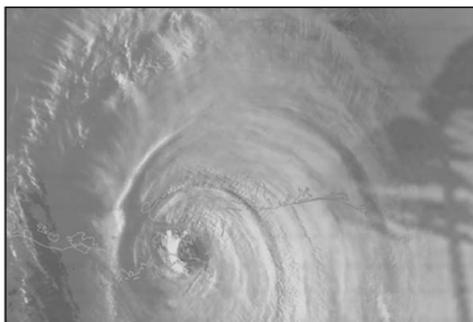
- Follow the designated evacuation routes—others may be blocked—and expect heavy traffic
- Listen to the radio or TV for information.
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Avoid using the phone, except for serious emergencies.

### **What to do during a Hurricane**

According to the National Weather Service, about 70 percent of injuries during hurricanes result from vehicle accidents, and about 25 percent of injuries result from being caught out in the storm.

You should evacuate under the following conditions:

- If you are directed by local authorities to do so. Be sure to follow their instructions.
- If you work in a mobile or temporary structure—such shelters are particularly hazardous during hurricanes no matter how well fastened to the ground.
- If you work in a high-rise building—hurricane winds are stronger at higher elevations.
- If you work on the coast, on a floodplain, near a river, or on an inland waterway.
- If you feel you are in danger.



## >> Hurricane Preparedness

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors—secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.
- Drivers in the hurricane's path who are not going to be driving their car should park it on high ground, as close as possible to a sturdy building, and seek shelter as quickly as possible. Avoid driving through standing water. If you come upon a flooded street, take an alternate route.
- Roads may be closed for your protection. If you come upon a barricade or a flooded road, turn around and go another way!
- Avoid weakened bridges and washed out roads. Do not drive into flooded areas.
- Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from under-ground or downed power lines.
- Check gas, water, and electrical lines and appliances for damage.
- Do not drink or prepare food with tap water until you are certain it is not contaminated.
- Avoid using candles and other open flames indoors. Use a flashlight to inspect for damage.
- Use the telephone to report life-threatening emergencies only.

### **What to do after a Hurricane**

- Remain calm, reassuring. Alert staff to potential hazards.
- Look for loose or downed power lines. Avoid area. Report problems to local utility.
- If you smell gas or hear blowing or hissing, open a window and immediately leave the building. Turn off gas at main valve if trained to do so. Call Gas Company at once.
- **DO NOT REENTER THE BUILDING** until declared safe by security or emergency management officials.
- Keep listening to radio, TV, or NOAA Weather Radio.
- Wait until an area is declared safe before entering.



## >> Tornado Safety

Tornadoes are one of nature's most violent storms. In an average year, about 1,000 tornadoes are reported across the United States, resulting in 80 deaths and over 1,500 injuries. A tornado is a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.

Tornadoes come in all shapes and sizes and can occur anywhere in the U.S. at any time of the year. In the southern states, peak tornado season is March through May, while peak months in the northern states are during the summer. They are commonly associated with the nation's heartland – in a 10-state area stretching from Texas to Nebraska that also includes Colorado, Iowa, Illinois, Indiana, Missouri and Arkansas, known as Tornado Alley

### Environmental Signs

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train or jet engine
- An unusual quiet occurring shortly after a thunderstorm
- Clouds moving quickly in a rotating pattern that converges towards one area
- Debris falling from the sky
- Objects such as branches or leaves being pulled upwards

### Watch vs. Warning

#### Tornado Watch

Tornadoes are possible. Remain alert for approaching storms.

- Listen to NOAA Weather Radio, local radio and TV stations for further updates and information.
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado may alert you. Many people say it sounds like a freight train.

#### Tornado Warning

A tornado has been sighted or indicated by weather radar.

Take shelter immediately.

- If you are inside, go to the safe place you picked to protect yourself from glass and other flying objects. The tornado may be approaching your area.
- If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
- If you are in a car or mobile home, get out immediately and head for safety (as above).

### What to do in a tornado

#### A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building):

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Stay off the elevators; you could be trapped in them if the power is lost.

#### Outside with no shelter or in a vehicle, trailer, or mobile structure

- Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile structures, even if tied down, offer little protection from tornadoes.
- Lie flat in a nearby ditch or depression and cover your head with your hands.
- Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.



# >> Surviving a Winter Storm

Exposure to cold temperatures, whether indoors or outside, can cause serious or life-threatening health problems. Everyone is potentially at risk during winter storms. Most fatalities are indirectly related to the storm. People die from traffic accidents on icy roads, heart attacks while shoveling snow, and hypothermia from prolonged exposure to cold.

## **Indoor Safety**

- If possible, stay indoors and dress warmly.
- Conserve fuel. Lower the thermostat to 65 degrees Fahrenheit during the day and 55 degrees Fahrenheit at night.
- Close off unused rooms.
- Seal drafts from doors and windows.
- Avoid unnecessary opening of doors or windows.
- Leave all water taps slightly open so they drip continuously.
- Eating well-balanced meals will help you stay warmer. Do not drink alcoholic or caffeinated beverages - they cause your body to lose heat more rapidly.
- Listen to your radio, television, or NOAA Weather Radio for weather reports and emergency information.

### *If there is a power failure:*

- Use battery-powered flashlights or lanterns rather than candles, if possible.
- Never leave lit candles unattended.
- Never use a charcoal or gas grill indoors - the fumes are deadly.

## **Outdoor Safety**

- Find shelter
- Try to stay dry
- Cover all exposed body parts
- Build shelter: a lean-to, windbreak or snow cave for

protection from the wind

- Build a fire for heat and to attract attention
- Place rocks around fire to absorb and reflect heat
- Melt snow for drinking water - eating snow will lower your body temperature
- Avoid overexertion - especially when shoveling or freeing stuck vehicles
- If you shovel snow, do stretching exercises to warm up. Take breaks often.
- Cover your mouth to protect your lungs from extremely cold air.
- Avoid working too hard (strains your heart).
- Drink water and other fluids to avoid dehydration.
- Watch for signs of frostbite and hypothermia
- Drink warm liquids that do not contain caffeine or alcohol. (alcoholic drinks cause your body to lose heat more quickly).
- Avoid walking on ice. Walking on ice is extremely dangerous. Many cold-weather injuries result from falls on ice-covered sidewalks, steps, driveways, and porches.

### *Dress for the storm if you must be outdoors during severe winter weather:*

- Wear loose, lightweight, warm clothes in layers
- Outer garments should be tightly woven, water repellent, and hooded.
- Wear a hat - half your body heat loss can be from the head.



## >> Surviving a Winter Storm

- Cover your mouth to protect your lungs from extreme cold.
- Mittens, snug at the wrist, are better than gloves.
- Wool, silk, or polypropylene inner layers of clothing will hold more body heat than cotton.
- Stay dry - wet clothing chills the body rapidly.
- Excess perspiration will increase heat loss, so remove extra layers of clothing whenever you feel too warm.

### *Travel with caution:*

- Check and restock emergency supplies in your car before you leave.
- Never pour water on your windshield to remove ice or snow; the windshield may shatter.
- Listen for radio or television reports of travel advisories issued by the National Weather Service.
- Do not travel in low visibility conditions.
- Avoid traveling on ice-covered roads, overpasses, and bridges if at all possible.
- If you must travel by car, use tire chains and take a mobile phone with you.
- If you must travel, let someone know your destination and when you expect to arrive. Ask them to notify authorities if you are late.
- Don't rely on a car to provide sufficient heat; the car may break down.
- Always carry additional warm clothing appropriate for the winter conditions.

### *If you are trapped in your car in a winter storm:*

- Stay in the car.
- Do not leave the car to look for help unless help is visible within 100 yards.
- Display a "call for help" sign.
- Raise the car hood or hang a brightly colored cloth on the antenna to signal for help.
- To keep warm, turn on the car's engine for about 10 minutes each hour.
- Run the heater and turn on the car lights only when the car is running. (Avoid running the car battery down.)
- Keep the exhaust pipe clear of snow. (Avoid carbon monoxide poisoning.)
- Slightly open a window away from the blowing wind for fresh air.
- Leave the overhead light on when the engine is running so that you can be seen.
- As you sit, keep moving your arms and legs to keep blood circulating and to stay warm.
- If you're alone, stay awake as much as possible.
- If more than one person is in the car, take turns sleeping.
- For warmth, huddle close together.
- Wrap your body and head with extra clothes, blankets, newspapers, maps, or removable car mats.
- Do not eat snow (lowers your body temperature). If no other water is available, snow can be melted for water using a can and a lit match. (Please note: Water must come to a rolling boil for one minute to kill most germs, but boiling water won't get rid of chemicals sometimes found in snow.)



## >> Preventing Workplace Violence

Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in a work setting. A workplace may be any location either temporary or permanent where an employee performs any work-related duty. This includes but is not limited to, the buildings and the surrounding perimeters, including parking lots, field locations, client's homes and traveling to and from work assignments.

### **Types of Workplace Violence**

Violence can be committed by strangers, customers, clients, coworkers or personal relations. The acts they commit include:

- Beatings
- Stabbings
- Suicides
- Shootings
- Rapes
- Psychological Trauma
- Threats or obscene phone calls
- Intimidation
- Harassment
- Being followed, sworn to or shouted at

### **Risk Factors**

Factors that place workers at risk for violence in the workplace include:

- Interacting with the public
- Exchanging money
- Delivering services or goods
- Working late at night or during early morning hours
- Working alone
- Guarding valuable goods or property
- Dealing with violent people or volatile situations.

### **Warning Signs**

#### **Confusion**

Person may appear baffled or distracted. They may be unsure of the next course of action.

- Listen to their concerns
- Ask clarifying questions
- Give them factual information

#### **Frustration**

Person may be reacting or resisting information. They may appear impatient or feeling a sense of defeat. It is possible that they will try and provoke you.

- Relocate to quiet location or setting
- Reassure them
- Make a sincere attempt to clarify concerns

#### **Blame**

Person may be placing responsibility for problems on everyone else or accusing or holding you responsible. They could appear to be on the verge of potentially hazardous behavior.

- Disengage and bring second party into the discussion
- Use teamwork approach
- Draw person back to facts
- Use probing questions



## >> Preventing Workplace Violence

### **Anger**

Person has a sudden change in body language and disposition. They may begin pointing fingers, shouting or screaming.

- Use venting techniques
- Don't offer solutions
- Don't argue with comments made
- Prepare to evacuate or isolate
- Contact supervisor and/or security

### **Hostility**

Person exhibits behavior in which physical actions or threats appear imminent. They may begin inflicting physical harm or property damage. Their behavior is out-of-control.

- Disengage and evacuate
- Attempt to isolate person if it can be done safely
- Alert supervisor and contact security immediately

### **Preventive Measures**

Examples of prevention strategies include (but are not limited to):

Avoid resistance during a robbery.

Don't count cash or close the till in front of customers.

Practice the "buddy system" during cash drops.

Practice the "buddy system" to walk to public transportation and parking areas.

Make sure back doors are locked at night.

Use alarms and locks and make sure they work properly.

Report any threatening behavior.

**Report any threatening behavior or concerns to** \_\_\_\_\_

**Local Police Department** \_\_\_\_\_

# Customizable Written Plan

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**Written Emergency Action Plan**

\_\_\_\_\_  
(Company Name)

The purpose of the Emergency Action Plan is to provide a workplace free from hazards and to reduce or danger in the workplace. It complies with OSHA's Emergency Action Plan regulation, found at 29 CFR 1910.38 and Subpart B and C which requires a written plan that contains specific program elements. The goal of our company is to provide all employees with the information necessary to recognize hazards and take the appropriate action before such condition results in an emergency.

The person with primary responsibility for the plan is \_\_\_\_\_  
Additional people involved in our company are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

They may be contacted if you need information about the plan or an explanation of your duties under the plan.

**Procedures In Case of an Emergency:**

In the case of an emergency, employees will be alerted by:

- Sounding of alarm
- Public address system announcement
- Verbal announcement
- Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The emergency notification signal is:

- The same in all situations
- Distinctive for several different emergency situations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This company's policy for reporting an emergency is:

- Call 911
- Sound an alarm
- Make an announcement over a paging system
- Call Receptionist to make an announcement over paging system
- Talk to a supervisor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the policy of this company, that in an emergency, all employees evacuate the building immediately. Follow these emergency evacuation procedures:

- Stop all work.
- Exit buildings through the nearest door (assist disabled co-workers).
- Do not run.
- Do not lag behind.
- Do not make unnecessary noise.
- If you are the last to exit a room, close the door behind you.
- Go directly to your designate meeting area.
- Follow the instructions given by emergency personnel or plan administrator.
- Do not return to the building until all employees have been accounted for and you are instructed to do so.
- Do not go to your vehicles unless you are told to do so.
- Do not block emergency vehicle thoroughfares.

Evacuate through the nearest available marked exit. Fire Exits or evacuation plans are located in the following areas:

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Employees are to gather at the following locations:

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Employees will be accounted for after evacuation by:  
(describe the means for which employees will be accounted for)

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If they can do so without putting themselves in harms way, the following individuals will be responsible for critical plant operations during evacuation such as shutting down the gas and power and making sure that everyone has safely gotten out of the building:

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In the event of a fire, the policy for employees being authorized to use a portable fire extinguisher to attempt to extinguish the fire before evacuating is:

- Any employee may do so
- Only designated employees
- Employees are not authorized to fight fires

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The following employees are trained to perform medical duties in the case of an emergency:

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The following materials could provide fuel for the fire if ignited:

Material	Location

In the case of a chemical spill, employees should only attempt to clean up the spill provided that all of the following conditions are met:

- The hazards of the material(s) are known, and appropriate precautions can be taken to prevent personal exposure.
- There is no potential of a release to the environment.
- There are no personal injuries as a result of the spill.
- The clean up procedures are known and the proper equipment (e.g., PPE and spill clean up materials) is available.
- The spill can be cleaned up safely by two people in one hour or less.

MSDS(s) are stored in the following location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The individual responsible for updating this information is: \_\_\_\_\_

**Fire Extinguishers**

Where fire extinguishers are provided in the workplace, they will be inspected annually by a fire professional and monthly by a lay person, to verify that they are in good operating condition. Only approved fire extinguishers should be used and should never be blocked or obstructed from view.

If fire extinguishers are available for use by employees, then training on the proper operation will be provided. Remember that personal safety is the priority. Extinguishing the fire should be attempted only when everyone is safe and out of danger.

Fire extinguishers can be found in the following locations around the workplace:

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The person responsible for the testing and maintenance of all portable fire extinguishers, fire equipment and alarm systems is: \_\_\_\_\_

Maintenance can be reached at: \_\_\_\_\_

Any maintenance issues or observed hazards (including fuel source hazards) should be reported immediately.





## **Earthquake Safety**

In the event of an earthquake, employees must take the following safety precautions:

If indoors, remain indoors.

DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture and HOLD on until the shaking stop.

If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.

Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.

Stay inside until shaking stops and it is safe to go outside through the nearest door (assist disabled coworkers).

If you are the last to exit a room, close the door behind you.

DO NOT use the elevators.

If you're outside in an earthquake, stay outside.

Move away from buildings, trees, streetlights and power lines.

Crouch down and cover your head.

Wait in your safe place until the shaking stops.

Go directly to your designated meeting area.

Follow the instructions given by emergency personnel or plan administrator.

Do not return to the building until all employees have been accounted for and you are instructed to do so.

Do not go to your vehicles unless you are told to do so.

## **Hurricane Safety**

In the event of a hurricane, employees must take the following safety precautions:

Go to your safe room if one is available.

Stay indoors during the hurricane and away from windows and glass doors.

Close all interior doors; secure and brace external doors.

Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm; winds will pick up again.

Take refuge in a small interior room, closet or hallway on the lowest level.

Lie on the floor under a table or another sturdy object.

Leave the building only when you have been told that it is absolutely safe to do so by the proper authorities.

## **Tornado Safety**

In the event of a tornado, employees must take the following safety precautions:

Go to a pre-designated shelter area such as a safe room, basement, storm cellar or the lowest building level.

If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls.

Put as many walls as possible between you and the outside.

Get under a sturdy table and use your arms to protect your head and neck.

Do not open windows.

Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.

Stay off the elevators; you could be trapped in them if the power is lost.

## **Outside with no shelter or in a vehicle, trailer or mobile structure**

Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.

Lie flat in a nearby ditch or depression and cover your head with your hands.

Be aware of the potential for flooding.

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## Potential Ignition Sources

Flammable or combustible materials will generally not ignite without an external source of ignition. The following procedures shall be used to control known ignition sources:

<u>Ignition Source</u>	<u>Control Procedure</u>
Smoking	Allowed in designated areas only. Dispose of matches and cigarette butts only in designated receptacles.
Flammable Material	Do not store flammable and combustible materials in close proximity to energized electrical equipment.
Electrical	Do not overload electrical outlets or use extension cords without managerial approval.
Space Heaters	Do not use space heaters at your workstations or without the knowledge of the IT Department or Human Resources.
Open Fires	Open fires, such as candles, are not permitted.
Coffee Makers	Coffee makers and food warming equipment should be shut off when not in use and at the end of the day. These items should only be placed on surfaces that are not easily combustible.
Housekeeping	Keep work areas clean and free from trash or scrap materials. Make sure that fire extinguishers, exits and walkways are free from clutter.
Flammable Liquids	Only approved containers or tanks are permitted for storing flammable materials or combustible liquids. Clean up flammable liquid spills immediately.
Heat Producing Equipment	Follow the manufacturer's recommendations for heat or flame producing equipment use and maintenance. Keep flammable and combustible materials away from equipment. Never refuel equipment while running or hot.

## Emergency Responders and Contacts

Emergency 911

Local Police Department \_\_\_\_\_

Local Fire Department \_\_\_\_\_

Poison Control Center \_\_\_\_\_

OSHA \_\_\_\_\_

Electric Company \_\_\_\_\_

Gas Company \_\_\_\_\_

Property Management \_\_\_\_\_

Insurance Broker \_\_\_\_\_

Health & Safety Mgr \_\_\_\_\_

# Forms and Checklists

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# Emergency Action Program Acknowledgement Form

Action Required	Initials
1. I have reviewed the Company's Emergency Action Program developed in accordance with OSHA regulation 29 CFR 1910.38 and I understand what is expected of me should an emergency occur.	
2. I have identified the primary and alternate exits from my workstation and I know how to safely exit the building in the event of an emergency	
3. I have been informed as to the evacuation plan for my work area and I have been instructed to report to the following meeting location upon evacuation  _____.	
4. I understand that I am to report to _____ at the meeting location immediately following an evacuation.	
5. I have been assigned to carry out specific duties in the event of an emergency. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____  _____	
6. I have been instructed on how to report a fire or other emergency.	
7. I have located the emergency equipment and/or supplies for my work area ( <i>check all that apply</i> ): <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Eyewash Station <input type="checkbox"/> Safety Shower <input type="checkbox"/> Alarm Pull Station <input type="checkbox"/> First Aid Supplies (where required) <input type="checkbox"/> HazMat Response Supplies <input type="checkbox"/> Other: _____	
8. I understand that if at any time I have questions about the company's Emergency Action Plan or my duties under that plan, I can contact _____ at _____.	

\_\_\_\_\_  
Employee's Name (print)                      Signature                      Date

\_\_\_\_\_  
Supervisor's Name (print)                      Signature                      Date

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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\_\_\_\_\_  
Signature

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4. I understand that I am to report to _____ at the meeting location immediately following an evacuation.	
5. I have been assigned to carry out specific duties in the event of an emergency. <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe: _____  _____	
6. I have been instructed on how to report a fire or other emergency.	
7. I have located the emergency equipment and/or supplies for my work area ( <i>check all that apply</i> ):  <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Eyewash Station <input type="checkbox"/> Safety Shower <input type="checkbox"/> Alarm Pull Station <input type="checkbox"/> First Aid Supplies (where required) <input type="checkbox"/> HazMat Response Supplies <input type="checkbox"/> Other: _____	
8. I understand that if at any time I have questions about the company's Emergency Action Plan or my duties under that plan, I can contact _____ at _____.	

\_\_\_\_\_  
Employee's Name (print)                      Signature                      Date

\_\_\_\_\_  
Supervisor's Name (print)                      Signature                      Date







# Emergency Action Program Acknowledgement Form

Action Required	Initials
1. I have reviewed the Company's Emergency Action Program developed in accordance with OSHA regulation 29 CFR 1910.38 and I understand what is expected of me should an emergency occur.	
2. I have identified the primary and alternate exits from my workstation and I know how to safely exit the building in the event of an emergency	
3. I have been informed as to the evacuation plan for my work area and I have been instructed to report to the following meeting location upon evacuation  _____.	
4. I understand that I am to report to _____ at the meeting location immediately following an evacuation.	
5. I have been assigned to carry out specific duties in the event of an emergency. <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe: _____  _____	
6. I have been instructed on how to report a fire or other emergency.	
7. I have located the emergency equipment and/or supplies for my work area ( <i>check all that apply</i> ):  <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Eyewash Station <input type="checkbox"/> Safety Shower <input type="checkbox"/> Alarm Pull Station <input type="checkbox"/> First Aid Supplies (where required) <input type="checkbox"/> HazMat Response Supplies <input type="checkbox"/> Other: _____	
8. I understand that if at any time I have questions about the company's Emergency Action Plan or my duties under that plan, I can contact _____ at _____.	

\_\_\_\_\_  
Employee's Name (print)                      Signature                      Date

\_\_\_\_\_  
Supervisor's Name (print)                      Signature                      Date













# Emergency Action Program Acknowledgement Form

Action Required	Initials
1. I have reviewed the Company's Emergency Action Program developed in accordance with OSHA regulation 29 CFR 1910.38 and I understand what is expected of me should an emergency occur.	
2. I have identified the primary and alternate exits from my workstation and I know how to safely exit the building in the event of an emergency	
3. I have been informed as to the evacuation plan for my work area and I have been instructed to report to the following meeting location upon evacuation  _____.	
4. I understand that I am to report to _____ at the meeting location immediately following an evacuation.	
5. I have been assigned to carry out specific duties in the event of an emergency. <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe: _____  _____	
6. I have been instructed on how to report a fire or other emergency.	
7. I have located the emergency equipment and/or supplies for my work area ( <i>check all that apply</i> ):  <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Eyewash Station <input type="checkbox"/> Safety Shower <input type="checkbox"/> Alarm Pull Station <input type="checkbox"/> First Aid Supplies (where required) <input type="checkbox"/> HazMat Response Supplies <input type="checkbox"/> Other: _____	
8. I understand that if at any time I have questions about the company's Emergency Action Plan or my duties under that plan, I can contact _____ at _____.	

\_\_\_\_\_  
Employee's Name (print)                      Signature                      Date

\_\_\_\_\_  
Supervisor's Name (print)                      Signature                      Date











# Emergency Action Program Acknowledgement Form

Action Required	Initials
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2. I have identified the primary and alternate exits from my workstation and I know how to safely exit the building in the event of an emergency	
3. I have been informed as to the evacuation plan for my work area and I have been instructed to report to the following meeting location upon evacuation  _____.	
4. I understand that I am to report to _____ at the meeting location immediately following an evacuation.	
5. I have been assigned to carry out specific duties in the event of an emergency. <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe: _____  _____	
6. I have been instructed on how to report a fire or other emergency.	
7. I have located the emergency equipment and/or supplies for my work area ( <i>check all that apply</i> ):  <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Eyewash Station <input type="checkbox"/> Safety Shower <input type="checkbox"/> Alarm Pull Station <input type="checkbox"/> First Aid Supplies (where required) <input type="checkbox"/> HazMat Response Supplies <input type="checkbox"/> Other: _____	
8. I understand that if at any time I have questions about the company's Emergency Action Plan or my duties under that plan, I can contact _____ at _____.	

\_\_\_\_\_  
Employee's Name (print)                      Signature                      Date

\_\_\_\_\_  
Supervisor's Name (print)                      Signature                      Date

# Emergency Preparedness Checklist

This checklist is designed to help you determine your level of compliance with OSHA's standards 29 CFR 1910.36-38, 157 and 165. These questions follow guidelines to these standards. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a semiannual basis, you can assure your ongoing compliance.

Warning Signals	Yes	No	NA
Are visual alarms present and detectable from work areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can visual alarms be activated manually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In large rooms/spaces greater than 100 feet across, are perimeter visual alarms no more than 100 feet apart or suspended from the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visual alarms placed 6 inches below the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms operational? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area audible alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms electric powered? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms that are electric powered equipped with battery backup? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke/heat detection systems present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are units installed with tamper proof screws to prevent tampering? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance schedule for alarms and detectors?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm automatically notify the Fire Department? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm have an "ALL CLEAR" signal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm control panel accessible when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the control panel show where the fire is located? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications	Yes	No	NA
Is there a phone accessible on every floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to or posted near the phones? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an alternate means of communication in the event of a power outage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Routes and Evacuation	Yes	No	NA
Are evacuation routes posted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are secondary routes of exit identified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evacuation routes at least 28 inches in width? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits marked with an exit sign? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs distinctive in color and easily distinguished from decorations and other signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs illuminated at all times when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and with a stroke lettering of at least 3/4 inch wide? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights present and working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exits empty out into vehicular traffic? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits supported with emergency lighting? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each hallway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each lobby? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

<b>Exit Routes and Evacuation (continued)</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Are exit routes well lighted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes unobstructed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes free from flammable furnishings or decorations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 2 exits in all occupied rooms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes clearly indicated so that everyone readily knows the direction of escape?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an exit door is not accessible, are there signs to indicate the nearest accessible exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in the event of an emergency?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "NOT AN EXIT" routes properly marked? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors easily opened (without a key) from the direction of exit traveled? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes readily marked with signs or arrows when the way to reach an exit is not immediately visible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exit route free from rooms that could be locked thereby obstructing the exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors capable of swinging a full 90 degrees open?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When doors swing open, is at least half of corridor unobstructed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable or combustible materials removed from path of exit routes? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors meet safety requirements for human impact? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are building access roads for emergency vehicles kept free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do self closing fire doors work properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access walkways to the building for emergency personnel kept free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated assembly/rally point? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities/Electrical Control</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Is the building equipped with gas shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gas valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with shut-off switches for electricity? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical switches marked and accessible?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do junction boxes close properly?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords in good condition?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords present a tripping hazard?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets overloaded?Are exits accessible to people with disabilities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical switches provided with tight fitting covers?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage around electrical equipment safely arranged?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any defective equipment properly marked and taken out of service? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with steam shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steam shut-off valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a back-up energy source? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Fire Suppression	Yes	No	NA
Appropriate types of fire extinguishers available and in sufficient number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located in the appropriate places? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible, accessible and free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm pull stations in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire hydrant located in the vicinity of the building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severe Storm/Shelter	Yes	No	NA
Is there a plan to provide shelter in an alternate facility in the event of severe weather? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will this shelter accommodate the number and type of individuals designated or assigned to it? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the shelter provide adequate protection from severe storms?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation routes communicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelter areas properly marked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of communication available in the shelter? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an alternate source of power available for the entire building or designated shelter area? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is survival equipment available in the shelter (e.g., food, water, blankets)? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping	Yes	No	NA
Are floors in good state of repair? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building interior clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does furniture restrict egress from the building? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the outside of the building clearly marked with a name or number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials stored in a secure cabinet or room? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are elevated surfaces more than 30 inches above the floor or ground provided with a standard rail? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways being used for storage of materials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area free of an accumulation of combustible materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and repaired.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Emergency Preparedness Checklist

This checklist is designed to help you determine your level of compliance with OSHA's standards 29 CFR 1910.36-38, 157 and 165. These questions follow guidelines to these standards. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a semiannual basis, you can assure your ongoing compliance.

Warning Signals	Yes	No	NA
Are visual alarms present and detectable from work areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can visual alarms be activated manually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In large rooms/spaces greater than 100 feet across, are perimeter visual alarms no more than 100 feet apart or suspended from the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visual alarms placed 6 inches below the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms operational? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area audible alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms electric powered? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms that are electric powered equipped with battery backup? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke/heat detection systems present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are units installed with tamper proof screws to prevent tampering? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance schedule for alarms and detectors?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm automatically notify the Fire Department? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm have an "ALL CLEAR" signal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm control panel accessible when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the control panel show where the fire is located? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications	Yes	No	NA
Is there a phone accessible on every floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to or posted near the phones? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an alternate means of communication in the event of a power outage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Routes and Evacuation	Yes	No	NA
Are evacuation routes posted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are secondary routes of exit identified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evacuation routes at least 28 inches in width? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits marked with an exit sign? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs distinctive in color and easily distinguished from decorations and other signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs illuminated at all times when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and with a stroke lettering of at least 3/4 inch wide? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights present and working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exits empty out into vehicular traffic? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits supported with emergency lighting? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each hallway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each lobby? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Exit Routes and Evacuation (continued)	Yes	No	NA
Are exit routes well lighted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes unobstructed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes free from flammable furnishings or decorations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 2 exits in all occupied rooms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes clearly indicated so that everyone readily knows the direction of escape?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an exit door is not accessible, are there signs to indicate the nearest accessible exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in the event of an emergency?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "NOT AN EXIT" routes properly marked? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors easily opened (without a key) from the direction of exit traveled? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes readily marked with signs or arrows when the way to reach an exit is not immediately visible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exit route free from rooms that could be locked thereby obstructing the exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors capable of swinging a full 90 degrees open?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When doors swing open, is at least half of corridor unobstructed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable or combustible materials removed from path of exit routes? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors meet safety requirements for human impact? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are building access roads for emergency vehicles kept free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do self closing fire doors work properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access walkways to the building for emergency personnel kept free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated assembly/rally point? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities/Electrical Control	Yes	No	NA
Is the building equipped with gas shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gas valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with shut-off switches for electricity? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical switches marked and accessible?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do junction boxes close properly?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords in good condition?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords present a tripping hazard?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets overloaded?Are exits accessible to people with disabilities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical switches provided with tight fitting covers?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage around electrical equipment safely arranged?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any defective equipment properly marked and taken out of service? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with steam shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steam shut-off valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a back-up energy source? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Fire Suppression	Yes	No	NA
Appropriate types of fire extinguishers available and in sufficient number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located in the appropriate places? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible, accessible and free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm pull stations in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire hydrant located in the vicinity of the building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severe Storm/Shelter	Yes	No	NA
Is there a plan to provide shelter in an alternate facility in the event of severe weather? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will this shelter accommodate the number and type of individuals designated or assigned to it? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the shelter provide adequate protection from severe storms?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation routes communicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelter areas properly marked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of communication available in the shelter? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an alternate source of power available for the entire building or designated shelter area? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is survival equipment available in the shelter (e.g., food, water, blankets)? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping	Yes	No	NA
Are floors in good state of repair? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building interior clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does furniture restrict egress from the building? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the outside of the building clearly marked with a name or number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials stored in a secure cabinet or room? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are elevated surfaces more then 30 inches above the floor or ground provided with a standard rail? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways being used for storage of materials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area free of an accumulation of combustible materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and repaired.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Emergency Preparedness Checklist

This checklist is designed to help you determine your level of compliance with OSHA's standards 29 CFR 1910.36-38, 157 and 165. These questions follow guidelines to these standards. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a semiannual basis, you can assure your ongoing compliance.

Warning Signals	Yes	No	NA
Are visual alarms present and detectable from work areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can visual alarms be activated manually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In large rooms/spaces greater than 100 feet across, are perimeter visual alarms no more than 100 feet apart or suspended from the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visual alarms placed 6 inches below the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms operational? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area audible alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms electric powered? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms that are electric powered equipped with battery backup? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke/heat detection systems present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are units installed with tamper proof screws to prevent tampering? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance schedule for alarms and detectors?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm automatically notify the Fire Department? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm have an "ALL CLEAR" signal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm control panel accessible when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the control panel show where the fire is located? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications	Yes	No	NA
Is there a phone accessible on every floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to or posted near the phones? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an alternate means of communication in the event of a power outage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Routes and Evacuation	Yes	No	NA
Are evacuation routes posted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are secondary routes of exit identified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evacuation routes at least 28 inches in width? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits marked with an exit sign? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs distinctive in color and easily distinguished from decorations and other signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs illuminated at all times when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and with a stroke lettering of at least 3/4 inch wide? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights present and working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exits empty out into vehicular traffic? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits supported with emergency lighting? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each hallway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each lobby? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

<b>Exit Routes and Evacuation (continued)</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Are exit routes well lighted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes unobstructed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes free from flammable furnishings or decorations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 2 exits in all occupied rooms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes clearly indicated so that everyone readily knows the direction of escape?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an exit door is not accessible, are there signs to indicate the nearest accessible exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in the event of an emergency?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "NOT AN EXIT" routes properly marked? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors easily opened (without a key) from the direction of exit traveled? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes readily marked with signs or arrows when the way to reach an exit is not immediately visible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exit route free from rooms that could be locked thereby obstructing the exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors capable of swinging a full 90 degrees open?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When doors swing open, is at least half of corridor unobstructed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable or combustible materials removed from path of exit routes? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors meet safety requirements for human impact? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are building access roads for emergency vehicles kept free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do self closing fire doors work properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access walkways to the building for emergency personnel kept free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated assembly/rally point? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities/Electrical Control</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Is the building equipped with gas shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gas valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with shut-off switches for electricity? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical switches marked and accessible?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do junction boxes close properly?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords in good condition?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords present a tripping hazard?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets overloaded?Are exits accessible to people with disabilities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical switches provided with tight fitting covers?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage around electrical equipment safely arranged?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any defective equipment properly marked and taken out of service? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with steam shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steam shut-off valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a back-up energy source? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Fire Suppression	Yes	No	NA
Appropriate types of fire extinguishers available and in sufficient number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located in the appropriate places? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible, accessible and free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm pull stations in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire hydrant located in the vicinity of the building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severe Storm/Shelter	Yes	No	NA
Is there a plan to provide shelter in an alternate facility in the event of severe weather? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will this shelter accommodate the number and type of individuals designated or assigned to it? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the shelter provide adequate protection from severe storms?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation routes communicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelter areas properly marked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of communication available in the shelter? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an alternate source of power available for the entire building or designated shelter area? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is survival equipment available in the shelter (e.g., food, water, blankets)? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping	Yes	No	NA
Are floors in good state of repair? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building interior clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does furniture restrict egress from the building? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the outside of the building clearly marked with a name or number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials stored in a secure cabinet or room? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are elevated surfaces more then 30 inches above the floor or ground provided with a standard rail? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways being used for storage of materials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area free of an accumulation of combustible materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and repaired.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Emergency Preparedness Checklist

This checklist is designed to help you determine your level of compliance with OSHA's standards 29 CFR 1910.36-38, 157 and 165. These questions follow guidelines to these standards. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a semiannual basis, you can assure your ongoing compliance.

Warning Signals	Yes	No	NA
Are visual alarms present and detectable from work areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can visual alarms be activated manually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In large rooms/spaces greater then 100 feet across, are perimeter visual alarms no more than 100 feet apart or suspended from the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visual alarms placed 6 inches below the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms operational? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area audible alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms electric powered? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms that are electric powered equipped with battery backup? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke/heat detection systems present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are units installed with tamper proof screws to prevent tampering? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance schedule for alarms and detectors?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm automatically notify the Fire Department? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm have an "ALL CLEAR" signal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm control panel accessible when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the control panel show where the fire is located? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications	Yes	No	NA
Is there a phone accessible on every floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to or posted near the phones? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an alternate means of communication in the event of a power outage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Routes and Evacuation	Yes	No	NA
Are evacuation routes posted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are secondary routes of exit identified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evacuation routes at least 28 inches in width? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits marked with an exit sign? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs distinctive in color and easily distinguished from decorations and other signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs illuminated at all times when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and with a stroke lettering of at least 3/4 inch wide? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights present and working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exits empty out into vehicular traffic? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits supported with emergency lighting? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each hallway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each lobby? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Exit Routes and Evacuation (continued)	Yes	No	NA
Are exit routes well lighted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes unobstructed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes free from flammable furnishings or decorations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 2 exits in all occupied rooms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes clearly indicated so that everyone readily knows the direction of escape?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an exit door is not accessible, are there signs to indicate the nearest accessible exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in the event of an emergency?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "NOT AN EXIT" routes properly marked? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors easily opened (without a key) from the direction of exit traveled? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes readily marked with signs or arrows when the way to reach an exit is not immediately visible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exit route free from rooms that could be locked thereby obstructing the exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors capable of swinging a full 90 degrees open?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When doors swing open, is at least half of corridor unobstructed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable or combustible materials removed from path of exit routes? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors meet safety requirements for human impact? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are building access roads for emergency vehicles kept free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do self closing fire doors work properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access walkways to the building for emergency personnel kept free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated assembly/rally point? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities/Electrical Control	Yes	No	NA
Is the building equipped with gas shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gas valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with shut-off switches for electricity? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical switches marked and accessible?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do junction boxes close properly?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords in good condition?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords present a tripping hazard?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets overloaded?Are exits accessible to people with disabilities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical switches provided with tight fitting covers?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage around electrical equipment safely arranged?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any defective equipment properly marked and taken out of service? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with steam shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steam shut-off valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a back-up energy source? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Fire Suppression	Yes	No	NA
Appropriate types of fire extinguishers available and in sufficient number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located in the appropriate places? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible, accessible and free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm pull stations in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire hydrant located in the vicinity of the building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severe Storm/Shelter	Yes	No	NA
Is there a plan to provide shelter in an alternate facility in the event of severe weather? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will this shelter accommodate the number and type of individuals designated or assigned to it? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the shelter provide adequate protection from severe storms?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation routes communicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelter areas properly marked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of communication available in the shelter? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an alternate source of power available for the entire building or designated shelter area? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is survival equipment available in the shelter (e.g., food, water, blankets)? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping	Yes	No	NA
Are floors in good state of repair? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building interior clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does furniture restrict egress from the building? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the outside of the building clearly marked with a name or number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials stored in a secure cabinet or room? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are elevated surfaces more than 30 inches above the floor or ground provided with a standard rail? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways being used for storage of materials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area free of an accumulation of combustible materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and repaired.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Emergency Preparedness Checklist

This checklist is designed to help you determine your level of compliance with OSHA's standards 29 CFR 1910.36-38, 157 and 165. These questions follow guidelines to these standards. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a semiannual basis, you can assure your ongoing compliance.

Warning Signals	Yes	No	NA
Are visual alarms present and detectable from work areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area visual alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can visual alarms be activated manually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In large rooms/spaces greater than 100 feet across, are perimeter visual alarms no more than 100 feet apart or suspended from the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visual alarms placed 6 inches below the ceiling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms operational? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area audible alarms activated automatically by a sensory system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms electric powered? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audible alarms that are electric powered equipped with battery backup? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke/heat detection systems present? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are units installed with tamper proof screws to prevent tampering? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance schedule for alarms and detectors?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm automatically notify the Fire Department? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm have an "ALL CLEAR" signal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm control panel accessible when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the control panel show where the fire is located? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications	Yes	No	NA
Is there a phone accessible on every floor? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to or posted near the phones? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an alternate means of communication in the event of a power outage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Routes and Evacuation	Yes	No	NA
Are evacuation routes posted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are secondary routes of exit identified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evacuation routes at least 28 inches in width? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits marked with an exit sign? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs distinctive in color and easily distinguished from decorations and other signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs illuminated at all times when the building is occupied? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and with a stroke lettering of at least 3/4 inch wide? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights present and working properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exits empty out into vehicular traffic? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits supported with emergency lighting? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each hallway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency light in each lobby? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Exit Routes and Evacuation (continued)	Yes	No	NA
Are exit routes well lighted? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes unobstructed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes free from flammable furnishings or decorations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 2 exits in all occupied rooms? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes clearly indicated so that everyone readily knows the direction of escape?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an exit door is not accessible, are there signs to indicate the nearest accessible exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in the event of an emergency?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "NOT AN EXIT" routes properly marked? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors easily opened (without a key) from the direction of exit traveled? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit routes readily marked with signs or arrows when the way to reach an exit is not immediately visible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exit route free from rooms that could be locked thereby obstructing the exit? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors capable of swinging a full 90 degrees open?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When doors swing open, is at least half of corridor unobstructed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable or combustible materials removed from path of exit routes? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors meet safety requirements for human impact? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails sturdy and free of rough edges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are building access roads for emergency vehicles kept free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do self closing fire doors work properly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access walkways to the building for emergency personnel kept free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated assembly/rally point? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities/Electrical Control	Yes	No	NA
Is the building equipped with gas shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the gas valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with shut-off switches for electricity? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical switches marked and accessible?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do junction boxes close properly?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords in good condition?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords present a tripping hazard?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets overloaded?Are exits accessible to people with disabilities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical switches provided with tight fitting covers?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage around electrical equipment safely arranged?Are exits accessible to people with disabilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any defective equipment properly marked and taken out of service? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building equipped with steam shut-off valves? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steam shut-off valves marked and accessible? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a back-up energy source? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency Preparedness Checklist (continued)

Fire Suppression	Yes	No	NA
Appropriate types of fire extinguishers available and in sufficient number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located in the appropriate places? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible, accessible and free of obstructions?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm pull stations in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire hydrant located in the vicinity of the building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severe Storm/Shelter	Yes	No	NA
Is there a plan to provide shelter in an alternate facility in the event of severe weather? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will this shelter accommodate the number and type of individuals designated or assigned to it? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the shelter provide adequate protection from severe storms?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation routes communicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelter areas properly marked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of communication available in the shelter? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an alternate source of power available for the entire building or designated shelter area? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is survival equipment available in the shelter (e.g., food, water, blankets)? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping	Yes	No	NA
Are floors in good state of repair? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building interior clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas clean and orderly? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does furniture restrict egress from the building? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the outside of the building clearly marked with a name or number? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials stored in a secure cabinet or room? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are elevated surfaces more then 30 inches above the floor or ground provided with a standard rail? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways being used for storage of materials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area free of an accumulation of combustible materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and repaired.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Emergency Action Plan Annual Assessment

This form is designed to help you determine your level of compliance with OSHA's standard (29 CFR 1910.38). These questions follow guidelines to the standard. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on an annual basis, you can assure your ongoing compliance.

Implementation and Evaluation	Yes	No	Date Completed
Has plan been reviewed and updated to account for structural/staff changes? <input type="checkbox"/>		<input type="checkbox"/>	_____
Have all employees signed an EAP acknowledgement form? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Are MSDS(s) current and available to employees? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Are evacuation routes updated and posted in conspicuous places throughout the facility? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____

Training	Yes	No	Date Completed
Have all employees been trained on the company Emergency Action Plan?.... <input type="checkbox"/>		<input type="checkbox"/>	_____
Has plan been reviewed and updated to account for structural/staff changes? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Are all employees aware of their duties under the plan? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Has plan been reviewed and updated to account for structural/staff changes? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Have all changes or updates to the plan been communicated to employees? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
If employees are performing first aid duties, has their training been refreshed?..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Has the company conducted practice drills to reinforce the evacuation process? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____

Facilities and Equipment	Yes	No	Date Completed
Have fire extinguishers had their annual inspection? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Is the alarm system operational? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Have you performed an annual Emergency Preparedness Inspection?..... <input type="checkbox"/>		<input type="checkbox"/>	_____

This inspection was completed in compliance with OSHA Regulations 29 CFR 1910.36-38, 157 and 165. The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and remedied.

_____	_____	_____
Name (print)	Signature	Date
_____	_____	_____
Health and Safety Plan Administrator Signature	Date	



# Emergency Action Plan Annual Assessment

This form is designed to help you determine your level of compliance with OSHA's standard (29 CFR 1910.38). These questions follow guidelines to the standard. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on an annual basis, you can assure your ongoing compliance.

Implementation and Evaluation	Yes	No	Date Completed
Has plan been reviewed and updated to account for structural/staff changes? <input type="checkbox"/>		<input type="checkbox"/>	_____
Have all employees signed an EAP acknowledgement form? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Are MSDS(s) current and available to employees? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Are evacuation routes updated and posted in conspicuous places throughout the facility? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____

Training	Yes	No	Date Completed
Have all employees been trained on the company Emergency Action Plan?.... <input type="checkbox"/>		<input type="checkbox"/>	_____
Has plan been reviewed and updated to account for structural/staff changes? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Are all employees aware of their duties under the plan? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Has plan been reviewed and updated to account for structural/staff changes? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Have all changes or updates to the plan been communicated to employees? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
If employees are performing first aid duties, has their training been refreshed?..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Has the company conducted practice drills to reinforce the evacuation process? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____

Facilities and Equipment	Yes	No	Date Completed
Have fire extinguishers had their annual inspection? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Is the alarm system operational? ..... <input type="checkbox"/>		<input type="checkbox"/>	_____
Have you performed an annual Emergency Preparedness Inspection?..... <input type="checkbox"/>		<input type="checkbox"/>	_____

This inspection was completed in compliance with OSHA Regulations 29 CFR 1910.36-38, 157 and 165. The above information has been evaluated and inspected. Questions answered with a "no" will be promptly reported to the proper administration and remedied.

_____	_____	_____
Name (print)	Signature	Date
_____	_____	_____
Health and Safety Plan Administrator Signature	Date	



# **Additional Resources**

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The following is a list that will help you find additional resources nationwide or in your own community. Personnel Concepts is not affiliated with and does not specifically endorse any of the services and organizations listed.

**U.S. Department of Labor  
Occupational Safety & Health Administration**

Phone: 1-800-321-OSHA (6742)

TTY 1-877-889-5627

[www.osha.gov](http://www.osha.gov)

See below for contact information for an office in your region:

**Region 1 Office**

Connecticut | Massachusetts | Maine | New Hampshire | Rhode Island | Vermont

(617) 565-9860

(617) 565-9827 FAX

**Region 2 Office**

New Jersey | New York | Puerto Rico | Virgin Islands

(212) 337-2378

(212) 337-2371 FAX

**Region 3 Office**

District of Columbia | Delaware | Maryland | Pennsylvania | Virginia | West Virginia

(215) 861-4900

(215) 861-4904 FAX

**Region 4 Office**

Alabama | Florida | Georgia | Kentucky | Mississippi | North Carolina

South Carolina | Tennessee

(404) 562-2300

(404) 562-2295 FAX

**Region 5 Office**

Illinois | Indiana | Michigan | Minnesota | Ohio | Wisconsin

(312) 353-2220

(312) 353-7774 FAX

**Region 6 Office**

Arkansas | Louisiana | New Mexico | Oklahoma | Texas

(972) 850-4145

(972) 850-4149 FAX

**Region 7 Office**

Iowa | Kansas | Missouri | Nebraska

(816) 283-8745

(816) 283-0547 FAX

**Region 8 Office**

Colorado | Montana | North Dakota | South Dakota  
(720) 264-6550  
(720) 264-6585 FAX

**Region 9 Office**

Arizona | California | Guam | Hawaii | Nevada  
(415) 625-2547  
(415) 625-2534 FAX

**Region 10 Office**

Alaska | Idaho | Oregon | Washington  
(206) 553-5930  
(206) 553-6499 FAX

**National Fire Protection Association (NFPA)**

Tel: +1 617 770-3000  
Fax: +1 617 770-0700  
[www.nfpa.org](http://www.nfpa.org)

The mission of the international nonprofit NFPA is to reduce the worldwide burden of fire and other hazards by providing and advocating codes and standards, research, training, and education.

**Ready America**

**U.S. Department of Homeland Security**

1-202-282-8000  
1-202-447-3543 TTY  
[www.ready.gov](http://www.ready.gov)

In order to encourage Americans to prepare themselves, their families and their communities, the U.S. Department of Homeland Security had developed this website to educate and empower Americans to prepare for and respond to all kinds of emergencies.

**Federal Emergency Management Agency (FEMA)**

(800) 621-FEMA (3362)  
(800) 462-7585 TTY  
[www.fema.gov](http://www.fema.gov)

The primary mission of the Federal Emergency Management Agency is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism and other man-made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery and mitigation.

**Center for Disease Control and Prevention**

(800) 311-3435  
<http://www.bt.cdc.gov/disasters/>

CDC's Mission is "to promote health and quality of life by preventing and controlling disease, injury, and disability." Their website contains extensive information on emergency preparedness and response for all types of natural disasters and weather related emergencies.

**American Red Cross**

(202) 303-4498

[www.redcross.org](http://www.redcross.org)

The American Red Cross has been the nation's premier emergency response organization. They aid victims of devastating natural disasters through relief and educational programs that promote health and safety.

**DisabilityInfo.gov**

1-800-333-4636

[www.disabilityinfo.gov](http://www.disabilityinfo.gov)

DisabilityInfo.gov is a comprehensive online resource designed to provide people with disabilities with quick and easy access to the information they need.

**National Oceanic and Atmospheric Administration**

<http://www.noaawatch.gov/themes/severe.php>

The NOAA Watch Web site is a Web portal offering information about ongoing environmental events, and explains the role of NOAA in prediction, monitoring and recovery from environmental hazards. It provides public access to current information on a number of environmental threats ranging from severe and fire weather to hurricanes, flooding, earthquakes and tsunamis.

**U.S. Geological Survey Natural Hazards Gateway**

1-888-ASK-USGS (1-888-275-8747)

<http://www.usgs.gov/hazards/>

As the Nation's largest water, earth and biological science and civilian mapping agency, the U.S. Geological Survey (USGS) collects, monitors, analyzes and provides scientific understanding about natural resource conditions, issues and problems. This site provides information about earthquakes, floods, hurricanes, landslides, tsunamis, volcanoes and wildfires.