

Disaster Preparedness Emergency Action Plan - Compass

August / Week 1



What you need to know about the Emergency Action Plan:

- Emergency Action Plan (EAP) is in place to ensure employee safety from emergencies during regular hours and after hours.
- It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.
- The EAP communicates to employees, policies and procedures to follow in emergencies.
- This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it. Just ask a member of management.

Looking for more safety training? Check out this month's CHAT Safety Moment Sign or search the CHAT Library for more topics.



Be Prepared
Be Aware
Be Ready

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

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Disaster Preparedness

Types of Emergencies

August / Week 4



•**Emergencies Outside of the Building** — In most cases, when an emergency starts outside of the building, the safest thing to do is find a safe place within the building. Most often, emergencies outside of the building will be weather-related or natural disasters like a tornado, earthquake or lightning storm. These events provide different levels of warning before they strike, so it's important to be prepared to respond to the emergency quickly.

•**Emergencies Within the Building** — For emergencies occurring inside of the facility (e.g., fires, power outages, etc.), the main goal is to get everyone out of harms way. To achieve this goal, staff should be aware of the fastest and safest way out of the building. It will also be necessary to ensure that evacuation procedures are easily accessible to customers or visitors inside of the building. Having a broad understanding of the layout of a building can help staff prepare for unanticipated detours along the most common emergency exits.

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Disaster Preparedness Rally Point

August / Week 5



What you need to know about evacuations and rally point:

- In the event that a building must be evacuated, all employees must proceed immediately upon that announcement to the nearest possible exit.
- All employees should evacuate in an orderly fashion to a pre-designated rally point.
- The rally point at this is located at (Location).
- Employees should remain at the rally point until management has been notified it is safe to return.
- Employees who do not report to the rallying point are presumed to be still in the building and possibly in need of emergency rescue.
- In the event of an actual emergency this information should be relayed to emergency response personnel.
- Do NOT re-enter a building unless informed it is safe to do so by emergency personnel.

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