

# RISK CONTROL CONSULTING

## Emergency Action: What's Your Plan for Preparing and Responding to Workplace Emergencies?

Each year, natural and man-made emergencies injure or claim employees' lives. In 2019 alone, the U.S. Bureau of Labor Statistics (BLS) recorded 454 fatal occupational injuries by homicides (intentional injury by other person) and 99 fatal occupational injuries by fires and explosions. Employee injuries and fatalities can be reduced by developing and maintaining a comprehensive Emergency Action Plan (EAP).

The Occupational Safety and Health Administration's (OSHA) standard [29 CFR 1910.38\(a\)](#) specifies written EAP requirements for all employers having more than 10 employees. Although employers with 10 or less employees are not required to have a written plan under the regulation, they are however required to communicate their emergency action plan orally to employees.

A well-developed emergency plan and proper employee training (such that employees understand their roles and responsibilities within the plan) can result in fewer and less severe employee injuries and less structural damage during emergencies. A poorly prepared plan will likely lead to a disorganized evacuation and compromise the execution of your emergency response Plan.

Written EAP minimum requirements include:

- Internal contacts
- Reporting
- EAP team and employee responsibilities
- Evacuation procedures and routes
- Critical operations assignments
- Employee training and drills
- Accounting for employees after emergency

### **Prepare your Emergency Action Plan**

Develop a list of emergency types your property may encounter, both manmade and natural.

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Examples include:

| Types of Natural Emergencies |           |                              |                   |                       |
|------------------------------|-----------|------------------------------|-------------------|-----------------------|
| Earthquake                   | Wildfire  | Tsunami                      | Tornado           | Hurricane             |
| Blizzard                     | Flood     | Landslide                    | Mudslide          | Severe Weather Storms |
| Lightning                    | Hailstorm | Straight Wind/<br>Wind Shear | Volcanic Eruption | Avalanche             |

| Types of Man-Made Emergencies |             |               |                |
|-------------------------------|-------------|---------------|----------------|
| Poisoning                     | Violence    | Robbery       | Accidents      |
| Chemical Spills               | Bomb Threat | Gas/Fuel Leak | Fire/Explosion |

**Once you have identified your exposures to both natural and manmade emergencies, you should follow the parameters below to create your written program.**

- Develop employee procedures for each type of emergency or exposure for your place of business. Employees must understand how they will keep safe during an emergency. Procedures should include safe zones, forms, pictures, diagrams, and/or any visual aids that will increase or improve their understanding to react safely to the emergency.
- Draft it in clear, easy-to-understand language for employees.
- Provide copies or make the plan available to all employees. The plan must be easily accessible to all employees.
- Review the Emergency Action Plan annually and/or after each emergency to enhance practices based upon the success of your response.
- Notify employees whenever there is a change in your EAP. Additional training and communication should be considered to ensure that roles and responsibilities continue to be understood.

## **Plan for an Emergency**

Planning for an emergency does not need to be overly complex. The following are some proven suggestions and simple steps that should be considered as you plan for emergencies.

- Train your staff in your emergency action plan. They should understand their roles and responsibilities and be comfortable with leadership’s expectations.

**Tribal First**

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- Training should include:
  - When, how, and where to evacuate, if necessary
  - When, how, and where to shelter in place, if necessary
  - When, how, and where to lockdown or secure in place, if necessary
  - What to do to remain safe and possibly reduce or eliminate the threat or emergency
  - Who, where, and when to report and how to report
- **PRACTICE!** One of the most important steps in planning for an emergency is to practice for the emergency. This can be in the form of drills, table top drills, and/or other coaching sessions. You may experience operational limitations and be unable to run drills. Table top drills are an acceptable replacement and an excellent way to run through scenarios, evaluate member response, and adjust practices without interrupting normal business operations.

Tribal First has a library of resources available to assist you with the development and/or enhancement of your EAP.

For additional information, contact your Tribal First Risk Consultant directly for immediate assistance or Tim Leech, Director, Tribal First Risk Control ([TLeech@alliant.com](mailto:TLeech@alliant.com)), and he will make arrangements to ensure you receive the assistance you need.