



Franklin St

Emergency Action

Planning

The why to what we do

THE WHAT

- OSHA standard 1910.38:
 - Written document, readily accessible
“Kept in the workplace”
 - 10 or fewer employees can be orally communicated.
- Covers external and internal emergencies you are likely to encounter.

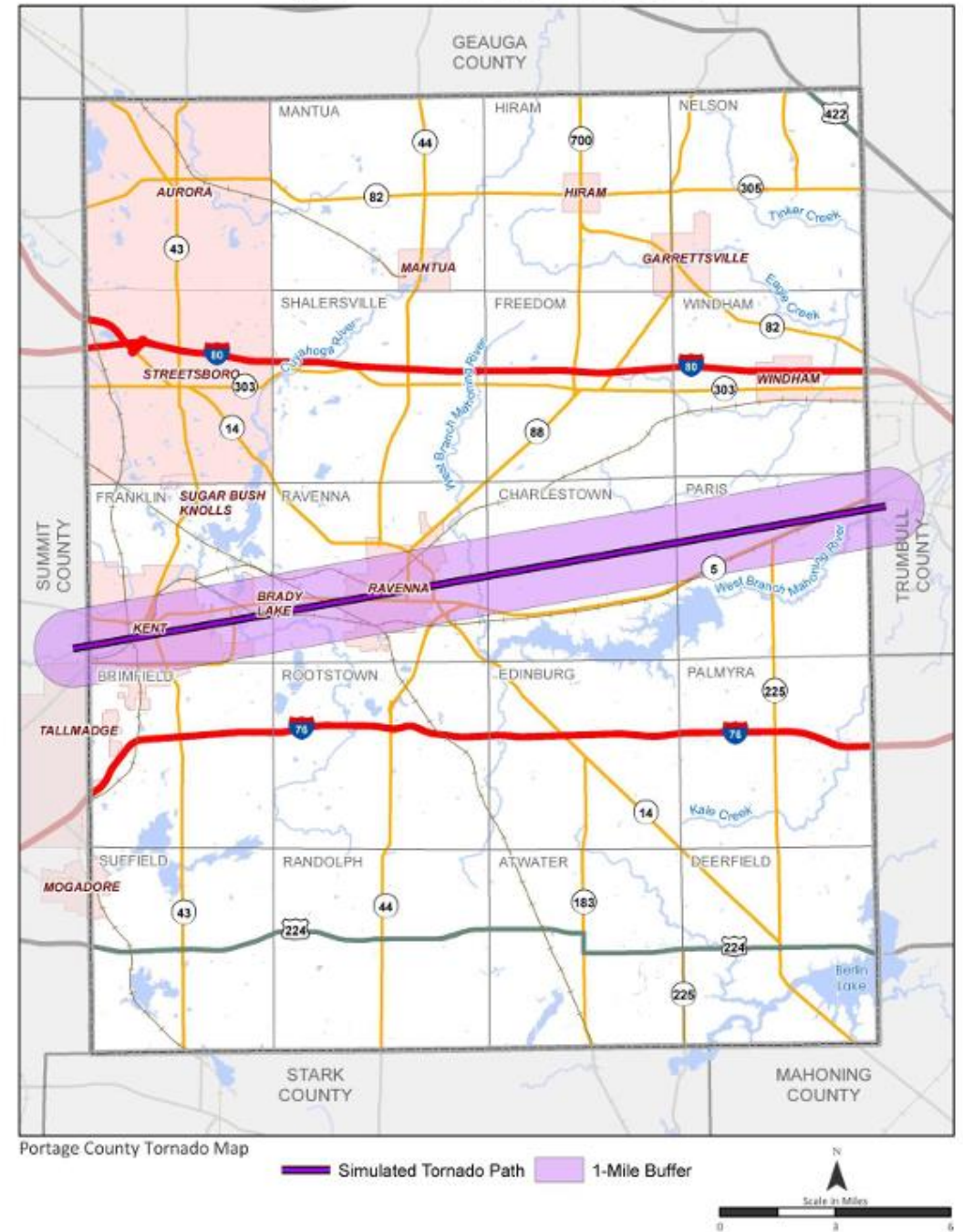


HVA

External	Internal
Flooding* (1)	Fire*
Tornado (3)	HazMat Spills (5)
HazMat Spills	Cyber Attack*
Cyber Attack*	Active Threat* (6)
Earthquake	Flu/ Infectious Disease*
Winter/ Summer Weather * (4)	Dust explosion or other*
Epidemic/Pandemic *	Equipment Failures
Utility Outage (2)	Superbowl Sunday 😊

* Denotes continuity potential

Figure 4.12.1: Worst Case Tornado Scenario



MINIMUMS

- How to report fires or other emergencies.
- Steps for evacuation and emergency escape routes.
- Options for employees with critical operations.
- Accountability after evacuation.
- Specific medical or rescue/response tasks for assigned employees.
- Emergency Contact information.
- **OSHA Considerations: Outline alarm systems and audible alarms, consider disabilities.**
- **Alternate communications or center in case of fire or explosion, ICS 101.**
- **On-site or off-site secure locations for duplicate copies of essential records and emergency contact lists.**





WORKING IN CAHOOTS

Exit Route Planning and illumination

Fire prevention plans, detection and extinguishing

Employee alarm systems

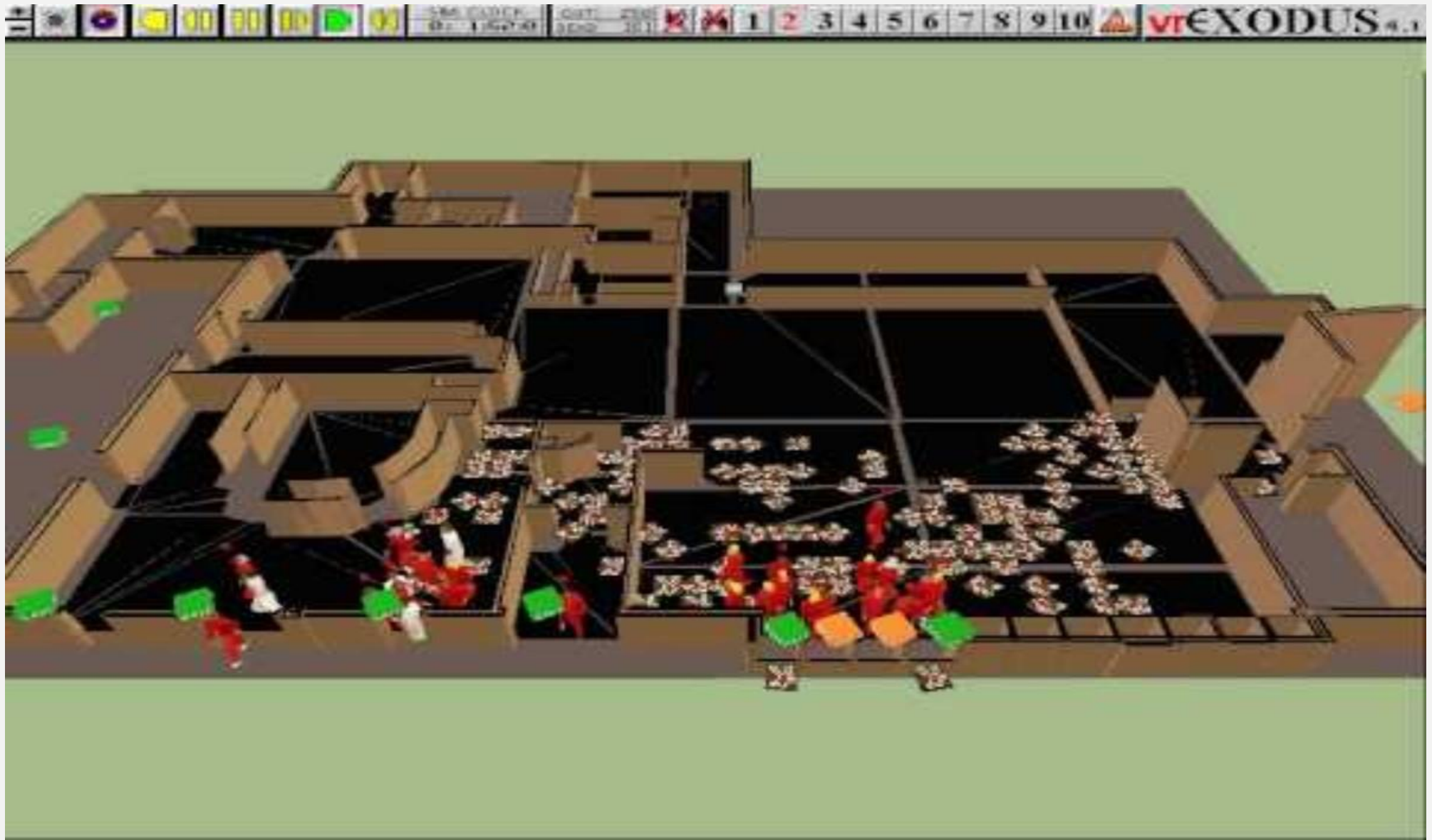
Hazcom Standards and chemical safety, HazWoper, HazTech

Emergency response teams, training

Spill prevention and clean-up



HOW TO REPORT EMERGENCIES / FIRES



Source: YouTube, FSEGresearch
<https://www.youtube.com/watch?v=gmPOLriMiyU>



Source: YouTube: The Wall Street Journal: <https://www.youtube.com/watch?v=jzDC3iKbTzY>

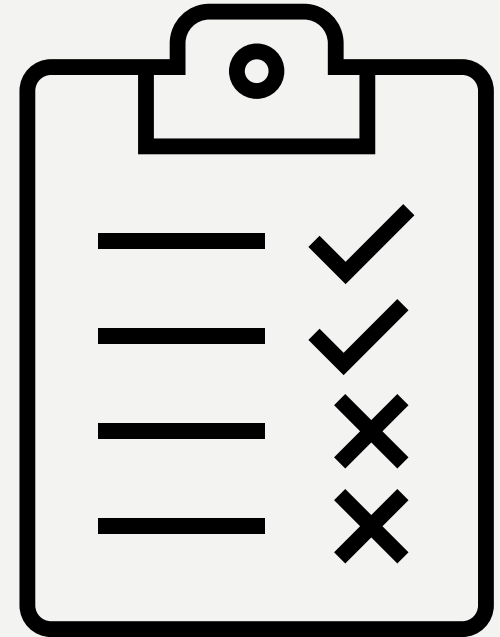
EMERGENCY PLANNING AND CRITICAL OPERATIONS



Source: YouTube, Chemical Safety Board
<https://www.youtube.com/watch?v=jtVWyBMwRt-A>

ACCOUNTABILITY

- Evacuation Leaders will need to take a head count of employees and visitors and ensure no one is left behind.
- Ensure the rallying points don't disrupt first response operations.
- Considerations for active shooter.
- Alternate locations for inclement weather.
- Open minded that you may need to move from the original rallying point.
- Reunification.



OUTSIDE RESOURCES

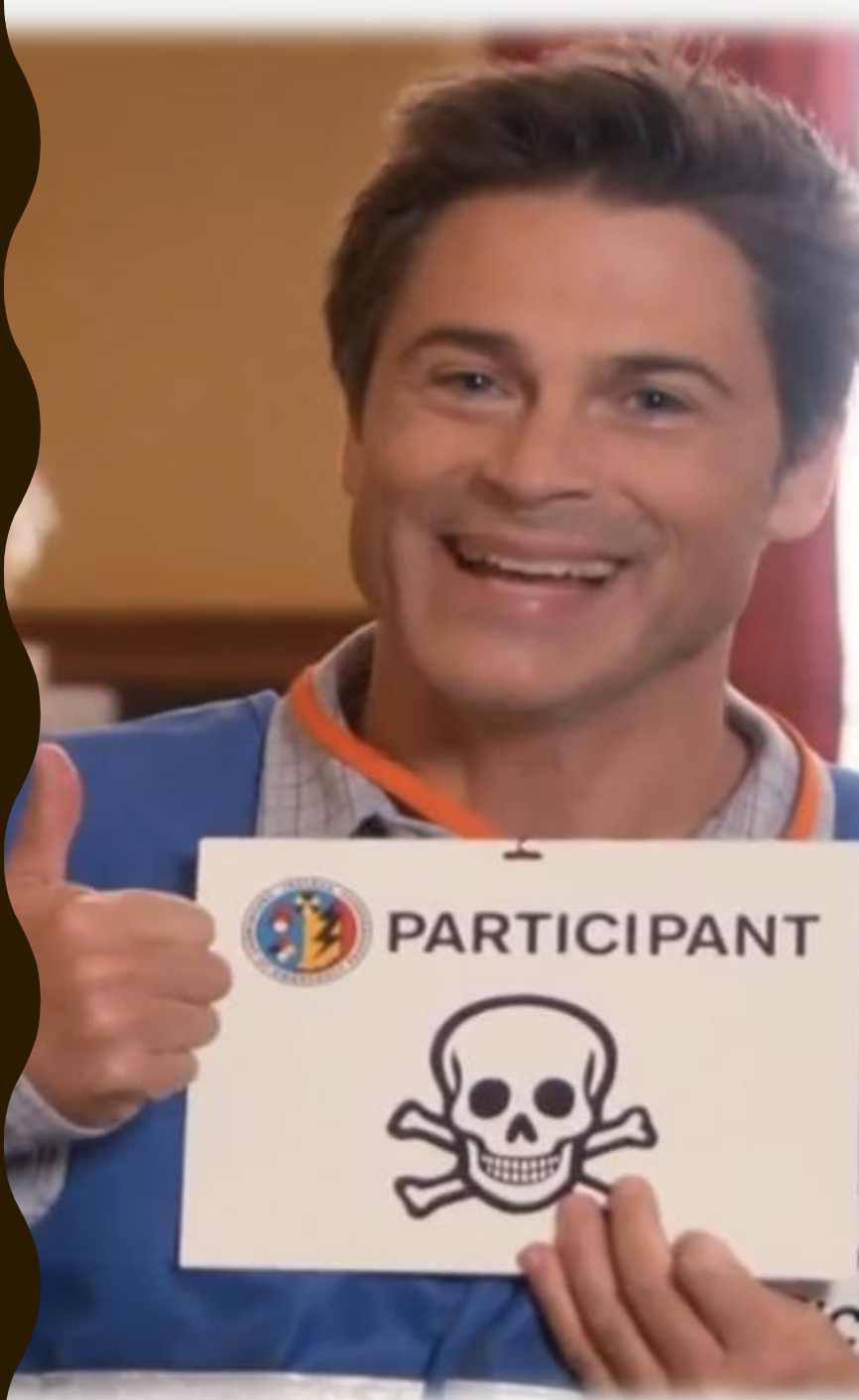
- Most don't have the resources to meet the need of any hazard that may occur.
- Have pre-arranged contracts with necessary vendors.
- Welcome first response organizations to familiarize themselves with your facility and operations.
- Educate them on the hazards.



A photograph of a red fire truck parked in a garage. The truck is on the left side of the frame, and other vehicles are visible in the background. The scene is lit with a warm, orange glow, suggesting a sunset or sunrise. The title 'EMERGENCY CONTACTS' is overlaid on the right side of the image.

EMERGENCY CONTACTS

- Consider each shifts, 24/7 operations and redundancies for call-offs and vacations i.e. chain of command
- Consider the roles each level of management does
 - Who alerts the facility and first responders?
 - Who can call an evacuation?
 - Who oversees accountability?
 - Who makes notifications to governing bodies?
 - Who works with first responders during emergency response?
 - Who talks to the media?



TRAINING AND DRILLS



Choose a frequency to train employees, including those with specialized tasks.



Training should be conducted when any changes to the plan or employee responsibilities occur.



Also identifies shortcomings in the plan for corrective action



Mitigates or enhances Flight, Fight, Freeze

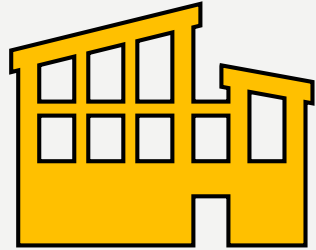


BUSINESS CONTINUITY PLAN

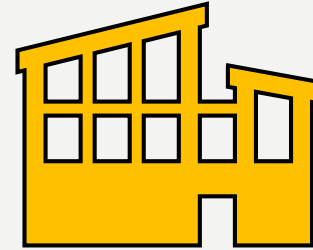


- Simplified: Business's ability to prevent, mitigate or rapidly recover from the overall impacts of a significant disruption to its operations from internal and external hazards.
 - Analysis of your functions and services provided and how they could be disrupted, then prioritizing essential functions during disruptions to meet stakeholder needs.
 - Could entail relocation to alternate facilities and/or remote work options, and redundancies in technology and vendors to provide services.
 - Planning staffing changes or shifts in work type.
 - Succession and chain of command.
 - Vital records.
 - Reconstitution of original facilities and/or operations.

FACILITY A VERSUS FACILITY B



- Has and Emergency Action Plan and went through an inclusive planning process in its development. EAP is posted in multiple locations throughout the facility and readily available.
- Reviews it annually and makes corrections post-drills with remedial training.
- Conducts a hazard analysis of internal and external threats.
- Conducts in-depth training with new employee orientation and upon changes in the plan or responsibilities and posts monthly safety bulletins with EAP aspects in it.
- Quarterly drills, including evacuation, fire, tornados and active shooter. Enhanced first aid training, spill response and NIMS.
- Has multiple onsite rallying points, maps displayed across the facility on evacuation routes and off-site locations if needed with an MOU with the off-site location.
- Has multiple leaders in-charge of evacuation and an accountability system integrated with it's badging and visitor process.
- Integrates community first responders in drills and facility walk throughs.



- Has and Emergency Action Plan prepared by an administrative staff from a fillable template online.
- Plan upon creation was rubber stamped and is saved digitally in company folders public drives.
- Covers hazards most referred to in the template provided. Does not consider evacuation off-site and visitor sign-in and accountability is not enforced routinely.
- Does not consider external hazards from other facilities around or community impact.
- Loosely covers EAP concepts in new-employee orientation but is otherwise not discussed.
- Conducts an annual drill, but is can be disorganized by a lack of leadership and orderly conduct. No corrective actions made post-drill.
- Fire has done fire inspections, but law enforcement has never been on-scene before.

TABLETOP EXERCISE

It is June 6th, and your company is hosting its annual employee appreciation day which includes multiple outdoor events and food including cornhole, dunk tank of the CEO, inflatables, music and drinks. There is approximately 100 individuals present most including employees and family but there are other individuals present to display your company's culture in hopes of earning their business.

There has been a threat of severe storms all week, but the event was pre-planned for some time and canceling wasn't an option. At 1PM, the NWS CLE has issued a Severe Thunderstorm Warning for most of NE Ohio including Portage County until 2:30PM. Golf-ball size hail had been observed in NW Ohio with this storm and wind gusts of 65 MPH.

- Would you know?
- What does your EAP say to do?
- Evacuating outside is always considered, what about moving indoors?
- What would be your actions?
- Have you conducted annual training & exercises for staff?
- Has your plan considered this quantity of people for sheltering?
- Are you concerned at this point?





After a rapid intensification of storms, at 1:45 PM the NWS CLE issues a Tornado Warning for Portage County until 2:15 PM as a strong line of storms move through the area. A funnel cloud is rumored to be seen near I-80 moving through Streetsboro. At this time, most patrons are inside and in interior areas as best as possible. Shortly following, ears begin to pop, and the sound of glass shattering and the building cracking is heard. Wind screams through hallways and debris fly's by, but as soon as it comes, it is over, and the sun is shining.

- How would you communicate to staff to seek shelter then get out of the building following?
- Would automated alarms be going off?
- Do you have the ability to shut off gas lines and other utilities to the structure in case of a rupture?
- Are your shelter areas and evacuations maps clearly identified?
- Are there operations that cannot be immediately shut down and could cause cascading events?
- Who's guiding individuals outside, and where are you going?
- Do you have an accountability of all that were present at the event?

As employees funnel out, you notice that the manufacturing arm of your facility is heavily damaged and personal and fleet vehicles and equipment is destroyed. People are aimlessly walking around not knowing what to do. The president and shift supervisor is missing, and no one is taking control of the scene.

- What are your actions now?
- How would you conduct accountability?
- Is there a rallying point outside your facility grounds to have people go to?
- Continuity of Business:
 - Is your product a loss?
 - Is your staffing a loss?
 - Can you keep essential services moving?
 - Do you have succession?
 - Are their customers depending on your product?
 - How and where would you organize to make decisions?

