

Developing An Emergency Preparedness Plan

Steven D. Elliott

Prog. Dir. Occ. Health Safety and Education

The Ohio State University

elliott.1@osu.edu

Developing An Emergency Preparedness Plan

- Background – What and Why
- Resources – Who can Help
- Process – How do we go about it

Developing An Emergency Preparedness Plan

- Columbia University – Emergency Preparedness Study
 - 70% questioned were aware of emergency evacuation plans
 - 42% were very familiar with the details
- Recommendations
 - Step up efforts to develop workplace preparedness, emphasize worker awareness programs, and conduct frequent training drills in the workplace
 - Enhance the effectiveness and visibility of emergency planning protocols.

Developing An Emergency Preparedness Plan

- Lessons Learned from September 11, 2001
 - Fewest casualties occurred in firms with emergency plans that were exercised
 - Protection distances were insufficient
 - Rescue mode vs. Extinguishment mode
 - Communications overload
 - You will likely be on your own for 24 to 74 hours
 - Dealing with loved-ones
 - Challenge of disabled employees

Developing An Emergency Preparedness Plan

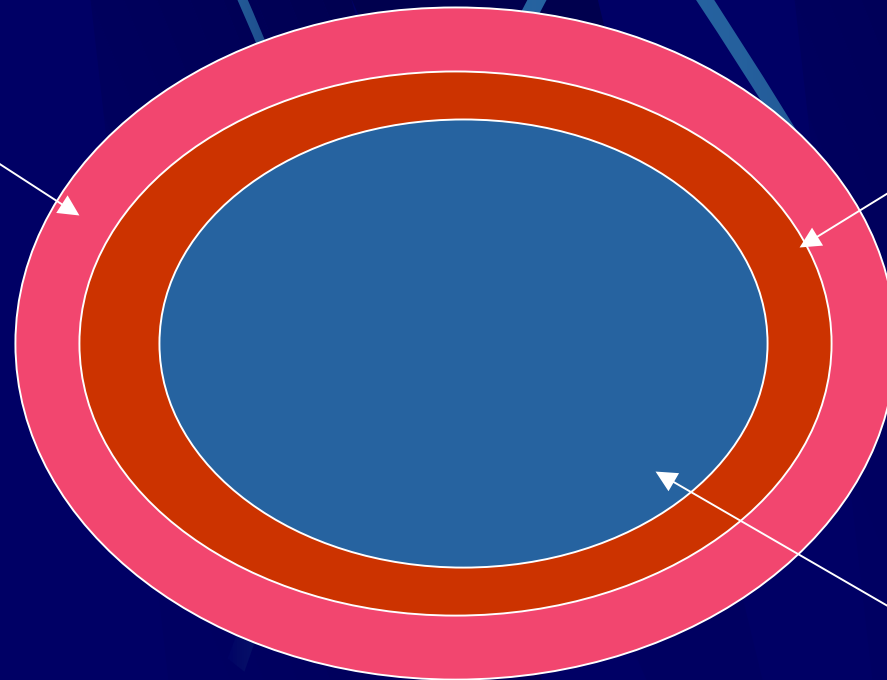
- What's Required – Who Says We Need A Plan
 - OSHA – CFR 1910.38 Employee Emergency Plans and Fire Prevention Plans
 - Part (a) Emergency Action Plan
 - Part (b) Fire Prevention Plan
 - State Fire Code
 - Local Codes and Ordinances

Developing An Emergency Preparedness Plan

Three Levels of Emergency Planning

Campus Wide Plan

Department
Building Specific
Plan



Operations Specific
Plan

Developing An Emergency Preparedness Plan

- Campus Wide Emergency Response Plan
 - Purpose, Responsibility and Incident Types
 - Levels of Emergency Incidents
 - Responsibility and Control
 - Mission and Responsibility of ICOs

Developing An Emergency Preparedness Plan

- Elements of OSHA Standard
 - Emergency escape procedures and route assignments
 - Procedures to be followed by persons who remain behind to operate critical plant operations before they evacuate.
 - Procedures to account for all persons after they evacuate.
 - Rescue and medical duties for those employees who perform them.

Developing An Emergency Preparedness Plan

- OSHA Elements (cont.)
 - The preferred means of reporting fires and other emergencies.
 - Persons or departments who can be contacted for further information.
- Alarm Systems
- Evacuation Types
- Training
 - Sufficient number of persons to assist in implementing an evacuation.

Developing An Emergency Preparedness Plan

- Department/Building Specific Plans
 - Purpose and Scope
 - Coordination with other emergency plans
 - Emergency resources and contacts
 - Emergency communications
 - Expectations for departments, faculty, and staff

Developing An Emergency Preparedness Plan

- Department/Building Specific Plans (cont.)
 - Emergency Procedures
 - Fire – Procedures for occupants
 - Bomb threats
 - Chemical spills or releases (indoor)
 - Chemical spills or releases (outdoor)
 - Earthquakes
 - Workplace violence/terrorism
 - Severe weather
 - Utility outages
 - Medical emergencies

Developing An Emergency Preparedness Plan

- Physical Plant Operations – Emergency Plan
 - Goal of your plan is to, protect employees, provide order, reduce confusion, and begin the restoration of normal operations. To have a written plan that everyone is familiar with and a plan that works!
 - Separate Plan for each division
 - Maintenance
 - Building Services
 - Utilities
 - Grounds

Developing An Emergency Preparedness Plan

- Elements Common to All Plans
 - Purpose and Scope
 - EOC Staffing and Operations
 - Communications
 - Employee Actions Pre, During and Post Incident
 - Allocation of Resources
 - Mission and Responsibilities

Developing An Emergency Preparedness Plan

- Beginning the Process
 - KISS – Keep It Short and Simple (Stupid)
 - Audit Existing Emergency Plans
 - Perform a Risk Analysis
 - Put Together a Team (8)
 - Establish a Timeline
 - Then double it

Developing An Emergency Preparedness Plan

- Continuing the Process
 - Do Not try and Reinvent the Wheel
 - Review Plans from Similar Institutions
 - Network with Local Agencies
 - Develop your Unique Template(s)
 - Distribute for Review
 - Finalize Template
 - Develop Training Programs

Developing An Emergency Preparedness Plan

- Marketing your Plan(s)
 - Utilize Current Channels
 - Provide Full Service Packaging
 - Provide on-line Templates

Developing An Emergency Preparedness Plan

- Resources – Online
 - NIOSH/CDC
 - www.cdc.com
 - NFPA
 - www.nfpa.gov
 - OSHA
 - www.osha.gov
 - National Institute for Chemical Studies
 - www.nicsinfo.org

Developing An Emergency Preparedness Plan

- Resources – Local
 - Property and Casualty Insurance Provider
 - Local Emergency Management Agency
 - Local Fire Department
 - Local Emergency Planning Council (LEPC)
 - Local or County Health Department
- Benchmark Institutions