

Emergency Action Planning, Including Medical Emergencies

Management and Trainer Information

An Emergency Action Plan is simply what employees should do in the event of an emergency. The most likely emergency in an office or other commercial workplace environment is a fire. A plan also should consider other possibilities such as natural events (earthquakes) or criminal activity (an act of violence). The following elements are required by the Cal/OSHA emergency action plan standard:

- a. Emergency escape routes must be identified and posted if not obvious, such as if the workplace is part of a complex, is internally complicated, or has multiple stories or entrances.
- b. A procedure to account for all employees after the evacuation by pre-arranging a meeting or assembly point and instructing employees to not leave until accounted for.
- c. A means of reporting fires and other types of emergencies and summoning assistance.
- d. Designation of persons responsible in the event of an emergency and who may be contacted regarding emergency planning and questioning.

In addition, to address the related Cal/OSHA requirements for medical emergency responders, bloodborne pathogen exposure prevention and first aid supplies should be incorporated into the employer's emergency action plan.

Written Emergency Action Plan

To effectively satisfy these requirements and document them in writing as required, the employer should complete the Emergency Action Plan Form attached to this Hazard Prevention Data Sheet, post it and train employees on its contents during a safety meeting. If 911 is not the appropriate emergency number to use in the employer's community, the direct phone numbers of emergency responders should be written on the form.

Emergency Medical Response

Most employers outside the medical professions, do not offer first aid or other emergency medical services. The capability to provide first aid services is not required by Cal/OSHA unless other medical care is not reasonably close to the workplace. In the event of an accident or emergency, however, it is foreseeable the employees may voluntarily choose, as a good Samaritan act, to aid a person who is in need of first aid or CPR. In addition, minor injuries sustained by employees should receive first aid treatment, if appropriate. The most important thing for employees to consider is they should not attempt to provide aid beyond what they have been trained to do! When in doubt, the injured or ill person should be made as comfortable as possible and outside medical aid summoned immediately. Employees who have not received first aid training should refrain from any type of medical response. Those who are trained are identified in the Emergency Action Plan.

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Trained employees who provide first aid assistance must be aware of the risk of potential exposure to bloodborne pathogens. Therefore, it should be understood that any persons offering medical assistance must practice “universal precautions” by assuming all human blood is contaminated with bloodborne pathogens as described in their training. Employees who are designated as first aid and CPR providers must be recertified annually by the American Red Cross.

First Aid Kit Contents

The selection of an appropriate first aid kit is an important part of an effective first aid safety program. Although Cal/OSHA requires that first aid kits be available, it does not provide a mandatory list of contents in its rules for general employers. Instead, it requires that the contents of a first aid kit be approved by a physician if it is to be used in an industrial setting. Given the relative safety of most office and other commercial establishments and the predictable kinds of injuries, a first aid kit list of contents based on those required for the construction industry may be appropriate. In addition, masks and gloves for bloodborne pathogen protection also are recommended. Thus, the supplies recommended for a typical employer’s first aid kit are as follows:

Disinfectant solution	Latex gloves
Adhesive dressing (bandages)	2 inch gauze roll or compress
Safety pins Adhesive tape rolls,	Face shield/mouth protector
1 inch wide Tweezers and scissors	Sterile gauze pads,
Eye dressing packet	2 inch square Protective gown
CPR mask	Sterile gauze pads,
1 inch gauze roll or compress	4 inch square Triangular bandages

The contents of each first aid kit should be checked periodically (at least monthly) to ensure an appropriate supply of each item is kept on hand.

Employee Safe Work Practices and Personal Protective Equipment

Emergency Action Plan General Information

All employees should understand the following information:

1. Emergencies, although rare, do occur, and it is through planning and training that employee safety can best be assured.
2. The most common emergency that poses a danger and may require an evacuation is a fire. Less common are earthquakes, acts of violence and storms.
3. Employees should be aware of how they will evacuate the office and the building instantaneously, no matter where they are in the facility.
4. There may be a need to assist fellow employees and other persons such as customers in the event of an emergency and employees should be prepared to provide this assistance.
5. Employees should pay careful attention to training and Safety Practices with respect to emergency actions.
6. Employees should know where the Emergency Action Plan is located or posted and the evacuation routes and assembly areas for the facility.

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Emergency Action Plan Safety Practices Employees must comply with the following safety practices in the event of an emergency:

1. Know the signal for an emergency; for example, a fire alarm or other types of emergency signals.
2. Know the evacuation routes for each part of the facility. Be able to find alternative routes if the principal ones are obstructed.
3. Alert all persons (other employees, customers and any others) in the workplace in the event of an emergency.
4. Assist those persons who require help or direction.
5. Know the specific rules for evacuation and assembly.
6. Know what to do in the event of a fire, earthquake, civil disturbances and other emergencies.
7. Stay calm but move quickly in the event an evacuation is required.
8. Follow instructions from authorities such as police or fire officials.

First Aid Safety Practices

In rendering first aid, employees must comply with the following safety practices:

1. Provide first aid only to the extent you have been trained to safely and effectively perform.
2. Know how to obtain emergency medical response as quickly as possible. In the interim, make the distressed person comfortable and explain that help is on the way.
3. Comply with the requirements for personal bloodborne pathogen exposure prevention, including use of personal protective equipment (PPE) and other "universal precautions" if first aid emergency medical care is provided.
 - Treat all blood, bodily fluids, and other potentially infectious materials (OPIMs) as infectious and follow safety practices to avoid direct contact. In the case of medical emergencies (for example, involving patients) if unsure of what to do, contact the nearest physician or EMT service.
 - Follow practices and use protective equipment (gloves, gown, and mask) to the extent necessary to avoid exposure when you will handle or otherwise come in contact with blood or other potentially infectious materials. This is particularly necessary when providing first aid/CPR in a medical emergency, even as a good Samaritan.
 - Decontaminate any surface or object (such as a screwdriver) that has been contaminated with potentially infectious materials with alcohol, hypochlorite (bleach) solution, or other suitable disinfectant.

4. Obtain expert medical follow-up for the injured/distressed person any time first aid is rendered, except for obviously minor injuries such as small cuts and burns.
5. If first aid supplies are used, notify the person responsible so that replacement supplies may be obtained.

EMERGENCY TELEPHONE NUMBERS

The following individuals are to be called in the event of an emergency.

Williamsport Office

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|--------------------|-------|
| 1. Carmen Terry | x1067 |
| 2. Stephanie Toner | x1015 |
| 3. Deb Westcott | x1085 |
| 4. Audra Mazzante | x1029 |

Canton Office

- | | |
|--------------------|--------|
| 1. Gretchen Geer | x 2011 |
| 2. Lori Tice | x2008 |
| 3. Krista Jennings | x2002 |
| 4. Deb Manley | x2013 |

Employees are instructed to notify the responsible individual at the work site when there is an emergency. They are instructed to notify Cheryl Starr x1018.

Name.

In the event of an emergency at (BLaST IU 17) the local fire department or other emergency needs can be reached by dialing 911.