

WORKPLACE EMERGENCY PREPAREDNESS

DEVELOP AN EMERGENCY PLAN

- Identify all exits, stairways and existing floor plans of the work area. Also identify the location of all fire extinguishers, pull stations and any other fire adjunct alarms and fire suppression equipment.
- Be sure that all emergency phone numbers are clearly listed and are readily available next to telephone.
- Report all potentially hazardous conditions to your supervisor immediately. Especially focus on conditions or materials, which, in the event of an emergency, might block evacuation routes or in some manner further contribute to the emergency.
- Do not block or wedge any stairwell doors in the open position at any time.
- For each location, establish a meeting point or safe refuge area away from the building and other hazards such as overhead power lines.
- Assign someone the responsibility of accounting for all employees in the event of an emergency.
- Test your plan to make sure that it works.

PERSONAL PREPAREDNESS

- Establish an out of province contact that you can check in with in case you are unable to contact your family.
- Program the acronym ICE (In Case of Emergency) next to emergency phone numbers in your cell phone address book. This provides a method to easily reach a family member or emergency contact should an illness or incident render one unconscious.
- Designate a family meeting place, in case you are not able to get home.
- Keep a list of neighbours names and contact information, in case you are unable to reach your family.
- Ensure that you properly know how to use a fire extinguisher.

Sample Out of Province Contact Card

Emergency Out of Province Contact
My Name:
Phone:
Contact Name:
Phone:
Address:
Medical Condition:
Allergies:
Medication(s):

Remember **PASS** (**P**ull the pin, **A**im low, **S**queeze the handle, **S**weep from side to side).

- Know where emergency supplies are stored.
- Carry an emergency kit in your car (see page 4 for further information on car emergency kits).

MEDICAL EMERGENCIES

- Notify the First Aid Attendant (i.e. Craft Services or Construction Safety) by the established means. If not available, call 911 or use the established and agreed upon means of reporting a medical emergency.
- Have a designated crew member/co-worker meet the responding emergency personnel and assist them by leading them to the victim.
- Keep the victim calm. If trained, administer first aid as needed.
- In the event of a serious incident or medical emergency, contact the appropriate number on your Emergency Procedures sheet.

GENERAL EVACUATION PROCEDURES.

- When you hear an alarm, stop work activities and prepare to evacuate as directed by your supervisor.
- Proceed promptly to the nearest emergency exit. Walk quickly, but do not run.
- Do not use elevators, instead use stairwells to reach ground level. Use safe stairwell exiting procedures.
- Exit the building and proceed directly to the designated safe assembly area. Safe assembly areas should generally be away from the building, upwind and out of the way of incoming emergency personnel.
Note: During an earthquake, remain in the building until directed to do otherwise.
- Remain in the safe assembly area location so that the supervisory personnel may conduct a survey to account for all building personnel. Do not disperse or move to other assembly locations.
- Do not re-enter the building until the emergency response team leader has deemed it safe and supervisory personnel have given permission to go back into the facility.

IN CASE OF FIRE

- Activate appropriate alarms.
- Call 911 or use the established and agreed upon means of reporting a fire emergency.
- Stay calm and do not panic. Alert others in your area.
- Evacuate as directed by your supervisor to your designated evacuation area. Walk, do not run. Remain in the evacuation area until the supervisor has accounted for everyone and you have been instructed otherwise.
- Never use an elevator during a fire. Always use the stairwell.
- If there is smoke in the room, stay low (the air is cooler and cleaner closer to the floor); hold a wet cloth over

your mouth and nose; and only break windows as a last resort.

- If a door is hot, do not open it. Use an alternate door if one is available and safe to use. If an alternate door is not available, contact someone (if possible) and give them your exact location. If there is water available, wet cloths and seal the door and any vents.
- Close all doors as you leave. Do not lock them.
- If trained to use a fire extinguisher, and the fire is in the incipient stage, you may attempt to extinguish the fire. **Remember** that your own safety is of primary concern.
- Never attempt to put out a fire alone.

IN CASE OF EARTHQUAKE

- Duck under something sturdy and cover your head.
- Stay away from windows and objects which may fall on you.
- Do not dash for stairway exits.
- Do not use elevators.
- If you are inside a building, remain inside until directed otherwise.
- Do not be surprised if the electricity goes out. This is common during an earthquake.
- If an evacuation is necessary, follow the established routes and procedures.
- If you are outside, stay in an open area, which is clear from hazards. When the shaking stops, do not re-enter any building.
- Workers shall remain in the safe refuge area until they have been directed by the appropriate authority to leave the safe refuge area or to return to their workplace.

After an earthquake:

- Be prepared for aftershocks. Do not panic, stay calm.
- Check for injured persons and assist as necessary.
- If indoors, your supervisor may initiate an evacuation.
- Replace the telephone hand set if it has fallen off the hook. **Use telephones for emergency calls only.**

IN CASE OF A CHEMICAL SPILL

- Stay clear of the spill and warn others in the immediate area of the emergency and potential danger.
- For serious chemical spills call the Provincial Emergency Program Hotline at 1.800.663.3456
- If persons are injured, provide first aid if you or another available individual are trained to do so. However, do not put yourself at risk.
- Assess the situation and determine if it's an emergency. An emergency situation exists when there is a high risk to persons, property or environment.
- If it is an emergency, then activate appropriate alarms.
- Get appropriate Material Data Safety Sheet (MSDS) and have it available for the responders.
- If an evacuation is required, evacuate as directed by your supervisor to your designated evacuation area. Walk, do not run. Remain in the evacuation area until the supervisor has accounted for everyone and you have been instructed otherwise.
- Do not re-enter the building until the emergency response team leader has deemed it safe and supervisory personnel have given permission to go back into the facility.

IN CASE OF SEVERE WEATHER

- When working in areas subject to severe weather conditions (e.g. lightning, flooding, snow storms), the employer must be aware of the potential hazards.
- Monitor the local government weather service for announcements including warnings and any other information provided by officials, such as the appropriate actions in the event of an emergency.
- Be prepared to evacuate to designated safe areas.
- Keep a portable radio, flashlights, spare batteries and other emergency supplies ready. See page 4 for suggested emergency supplies.
- Do not call 911 for information. This system must be kept open for emergencies.

If a flood occurs

- If you are inside, turn off main gas valve and electrical power.
- If you are outside, never attempt to walk across a flooded area. The water could sweep you away.
- If you are in your car, do not try to drive through flood waters. If your car stalls in rising water, abandon it.
- Report broken or damaged water, sewer and electrical lines by calling your municipality.

OFFICE EMERGENCY KIT ESSENTIALS

- Bottled water
- Canned food, waterproof packages of food rations, and/or energy bars, enough to last each person 3 days.
- Manual can opener
- Bottle opener
- First aid kit
- Portable bags, such as backpacks or duffle bags in which to store supplies.
- Whistle
- Emergency blankets
- Garbage bags to be used as ponchos, ground cover or blankets.
- Toilet paper
- Waterproof matches and/or lighter. Do not use either if you smell gas.
- Glow sticks
- Swiss Army knife
- Basic utensils
- Plastic plates and cups
- Dust masks
- Work gloves
- A wrench
- Earthquake survival instructions printed from PEP and Red Cross.
- List of local emergency centres.
- Water purification chemicals and/or a small container of bleach with an eye dropper.
- Flashlight with batteries.
- Radio with batteries.
- Extra batteries in waterproof bag (be sure to replace batteries periodically).
- A map of the region.
- Fire extinguisher
- Pencil and paper in waterproof bag.

PERSONAL EMERGENCY KIT ESSENTIALS

- First aid kit
- A week's supply of essential medication.
- Drinking water.
- Canned food, waterproof packages of food rations, and/or energy bars, enough to last each person 3 days.
- Manual can opener
- Emergency blankets
- A map of the region
- Quarters and/or phonecards, in case cellular service is down.
- Cash and ID in a waterproof bag.
- Booster cables
- Paper towels
- Sanitary napkins
- Road flares
- Tools
- Sand, gravel or cat litter
- Traction mat
- Fire extinguisher
- Flashlight with batteries
- Extra batteries in waterproof bag (be sure to replace batteries periodically).
- Shovel
- In a waterproof container keep a list of local and out-of-province contacts for family. Include photo copies of essential documents (i.e. home and life insurance papers, medical and financial records, bank and credit information, lists of essential prescriptions, property inventory of your home, birth and marriage certificates, passports, legal documents such as wills, power of attorney and guardianship papers).
- Pictures of you and your family to help with identification in case they are missing.
- Pre-printed "Help" and "OK" signs (available at www.pep.bc.ca)