

APPENDIX N: TRAINING GUIDE - EMERGENCY PREPAREDNESS/ EARTHQUAKE SAFETY

Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program (IIPP). This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece of equipment, exposure to any hazardous condition, or when new hazards are identified.

Prepare the following items for this meeting:

- Training Documentation Form
- Campus Evacuation Map
- Departmental Emergency Response Plan
- Workplace Emergency Action Plan
- Campus Emergency Management Website

Planning for Emergencies

Immediately after an emergency, essential services may be cut off and local disaster relief and government responders may not be able to reach you right away. One of the most important steps you can take to prepare for emergencies is to develop/review your Emergency Action Plan (EAP).

Creating Emergency Action Plans and Department Emergency Response Plans

- Obtain the EAP template and complete with information specific to your workspace(s). Consult the Office of Emergency Management with any questions
- Review the Campus Evacuation Map with the employees. Identify the evacuation areas for your department.
- Draw, display, and discuss a floor plan of your building with all exits, hazards and evacuation routes.
- Discuss a plan for evacuating people with special needs or with disabilities.
- Ensure employees know where emergency telephone numbers and emergency broadcast stations are posted (preferably by telephones).
- If you have one, review your departmental emergency response plan with the employees. If you don't have one, develop a plan with your department.
- Discuss and plan how your employees would stay in contact if you were separated. Identify two meeting places: the first should be near your building and the second should be away from building, in case you cannot return.
- Encourage employees to take a first aid and CPR class (to be coordinated by your department). Develop a plan for shutting off electricity, gas and water supplies at main switches and valves in your building. Have the tools you would need to do this (usually adjustable pipe and crescent wrenches).

Disaster Supply Kits

Review the items that your workplace might need in the event of an emergency (e.g., water, food, essential medication). Make sure employees are aware of the resources and information on the Emergency Management website.

If you have a disaster supply kit, review its contents and update if necessary.

Earthquake Safety Recommendation

There are actions you can take before or even while an earthquake is happening that will reduce your chances of being hurt. Lights may be out or hallways, stairs, and room exits may become blocked by fallen furniture, ceiling tiles, and other debris. Planning for these situations will help you to take action quickly. Train employees in the following:

- Duck, cover, and hold; move only as far as necessary to reach a safe place.
- If indoors, stay there until shaking stops. Many fatalities occur when people run outside, only to be killed by falling debris from collapsing walls and windows.
- If outdoors, find a spot away from buildings, trees, streetlights, power lines, and overpasses.
- If in a vehicle, pull over when safe to do so and remain until shaking stops.
- Make sure furniture is seismically restrained.
- Secure materials stored on shelves.
- Store heavy and breakable objects on low shelves.
- If in a high-rise building, expect the fire alarms and sprinklers to go off during an earthquake. Do not use the elevators.
- What other preventive actions can you take to ensure the safety of yourself or your coworkers?

Key Takeaway Points

- Knowing the evacuation routes and meeting location for employees in your department found in the Emergency Action Plan.
- Familiarity with the departmental Emergency Response Plan.
- Awareness of disaster supply kit resources.
- Preparing for and knowing what to do during an earthquake.