

Emergency Preparedness & Planning

What if an employee went running through your office or store yelling, “fire, fire!!” What would you and your employees do - call 9-1-1, run to the parking lot, or run to the fire area? Would every employee know what their role is in an emergency? Do we have an organized plan? Is it documented and reviewed periodically?

Under OSHA safety regulations all companies with 11 employees must have a written Emergency Preparedness & Action Plan; and, it is recommended that smaller companies have a written plan also. Each company should assess what emergencies could possibly happen at their worksite and plan accordingly. Most all businesses have threat exposure to: medical emergency- serious employee or customer injury, serious vehicle accident, fire/ explosion, tornado, wind storm, heavy rain, flooding, utility interruption- electrical outage, bomb threat, and workplace violence (customer attacking employee or employee attacking employee. So there is a tremendous amount of thinking, discussion and planning that needs to take place before you are in the height of responding.

CSA has prepared resources and attached them to the CSA website. Assessment checklists are available for printing and use. Each company should have at a minimum, a copy of each building’s floor-plan posted and a designated indoor employee gathering area and an outdoor gathering area. An employee head-count should always take place and emergency action plans can be activated accordingly. Remember- plan and practice. Don’t just leave emergency planning to “well, we will just call 9-1-1 if anything happens.” In most situations, the 9-1-1 call is only part of the solution to handling a workplace emergency.

If you have questions or need additional assistance with developing a plan and/or training, please contact CSA at (678) 674-1860.