



Training Solutions, Delivered!

EMERGENCY PREPAREDNESS & RESPONSE *(Concise)*

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4605
© AP Safety Training

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes *before* the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4605 EMERGENCY PREPAREDNESS & RESPONSE (*Concise*) FACT SHEET

LENGTH: 12 MINUTES

PRODUCTION YEAR: 2014

PROGRAM SYNOPSIS:

While they may be rare, fires, severe weather, chemical spills or exposures, severe injuries, medical emergencies, workplace violence and other emergency situations often occur without warning. Employees have the responsibility to be prepared for and know how to respond should such an emergency occur at their workplace. Knowing the proper procedures to follow during an emergency could mean the difference between life and death. The purpose of this program is to familiarize viewers with basic emergency response practices that will help them be prepared for and respond to a crisis or an emergency.

Topics include general knowledge employees should have in preparation for emergencies, fire response, attending to sick or injured co-workers, responding to chemical spills, releases and exposures, severe weather preparation and response and staying safe during earthquakes.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What general knowledge employees should have in preparation for emergencies;
- How to respond to fires;
- How to attend to sick or injured co-workers;
- How to prepare for and respond to severe weather;
- How to stay safe during an earthquake;

PROGRAM OUTLINE

GENERAL PREPAREDNESS INFORMATION

- Training and preparation are critical to being able to respond in a calm, effective manner during an emergency.
- Workers should be familiar with the potential hazards presented by the equipment or materials in their work area. This includes being familiar with nearby chemicals and understanding the severity of the hazards presented in the event of a leak or spill.
- Employees should know how to shut down machinery, equipment and processes in their work area. Should an emergency occur, cutting the power or isolating processes may be essential in minimizing injuries or damage.
- You should also know the location of any emergency equipment in your work area and how to use it. This may include, but isn't limited to, alarms, fire extinguishers, safety showers or eye wash stations, spill response kits or emergency medical devices.
- Become familiar with exits, evacuation routes, storm shelters and designated meeting places that the facility uses should an emergency force an evacuation of the premises.
- Many facilities have a trained first response team to deal with injuries and medical emergencies. Make sure you know how to summon this team if needed.
- You should also know the closest location of a phone, which will allow you to contact 911 or other off-site emergency responders.
- Training and preparation help ensure a calm response to emergencies. This is why it is so important to participate in emergency drills and response training when they occur.
- Take all of your emergency response training seriously, ask questions and make sure you fully understand the training you receive.
- If your facility uses different alarm sounds or sequences to signify specific emergencies, make sure you know what each sound indicates and the proper response. This is critical because the proper response to one type of emergency may be the wrong response to another.
- Should an emergency occur, remember to stay calm and follow any instructions given to you by your supervisor or transmitted over intercoms, loudspeakers or other means of communication.

FIRE EMERGENCIES

- If you discover a fire, alert co-workers in the area immediately. If it's possible to reach a fire alarm safely, make sure to activate it.
- If the fire involves machinery or equipment, shut it down if it is safe to do so.
- If you are trained and authorized to use a fire extinguisher and there is one nearby that is rated for the class of fire you're facing, you must make two quick decisions.

- First, is the fire small enough that it can be safely extinguished with one extinguisher? Second, will you have a safe way out of the area should the fire get out of control?
- If you determine that you can fight the fire successfully, position yourself about eight feet from it and use the PASS method to operate the extinguisher.
- PASS stands for Pull the pin; Aim the nozzle at the base of the fire; Squeeze the trigger to discharge the extinguisher; Sweep the nozzle from side to side.
- It's a good idea to continue sweeping the fire until all the extinguishing agent has been used, even if the fire appears to be out before then, and then evacuate the area immediately.
- Don't try to find another extinguisher if you have been unable to extinguish the fire. Place the empty one on its side and evacuate to the meeting area designated for fire emergencies.
- If you decide you can't safely extinguish the fire or you aren't trained and authorized to use an extinguisher, evacuate the area immediately and go to the designated meeting area. Remain in the meeting area until you are given permission to leave.

MEDICAL EMERGENCIES

- Severe injuries and other health issues are another type of workplace emergency that we all may encounter at some point.
- When you discover an injured or severely ill co-worker, immediately call out for help and then determine the nature and severity of the injury or illness so you can decide on the next course of action.
- Typically, the best course of action in these situations is to activate the facility's emergency plan for reporting injuries so first responders can arrive quickly and provide assistance.
- If the injured person is bleeding, you should avoid contact or take universal precautions to protect against bloodborne pathogens. Try to help calm the victim and reassure them that help is on the way.
- If the victim has stopped breathing, perform CPR if you're trained to do so; otherwise, stay with the victim until help arrives.

CHEMICAL SPILLS, RELEASES & EXPOSURES

Spills & Releases

- Chemical spills, releases and exposures are another class of emergency that can occur in many facilities.
- In the event of a chemical spill or release, you must quickly assess the situation. You will need to decide if the chemical is hazardous, if you have the appropriate equipment and training to contain or clean up the spill and if you have the proper personal protective equipment available to prevent exposure.
- Keep in mind that only trained and authorized workers may conduct a spill control and clean-up operation involving hazardous chemicals.
- All other workers must follow the company's procedures for quickly reporting a chemical spill or release. When reporting the incident be sure to include the type of chemical or material that spilled, the quantity and the location of the spill or release.
- If you are certain the chemical does not present an immediate or severe hazard, mark the spill with a sign or erect a barricade. Notify affected co-workers of the spill and keep clear of the area until it has been properly contained and cleaned up by the spill response team.
- If you determine that the spill or release poses an immediate risk to you and your co-workers, don't attempt to mark it, contain it or clean it up. Leave the area immediately and follow the procedures outlined in your company's emergency plan.

Exposures

- Another type of emergency situation related to chemicals is that of exposure.
- When a worker's skin or eyes come into contact with harmful chemicals or substances, prompt action must be taken. This is why it is so important for workers to know the location of safety showers and eye wash stations in their work area and be trained in their use.
- Part of this training should include practicing the route to the closest safety shower or eyewash from your workstation with your eyes closed or while blindfolded.
- Being splashed in the eyes with a chemical may leave your vision impaired and unable to see. Practicing for this occurrence will allow you to calmly find your way.
- When skin or eyes are exposed to a hazardous chemical, flush the affected area for 15 to 20 minutes and then seek medical attention immediately.
- When using the safety shower, you should remove outer layers of clothing which have been exposed to the chemical.

SEVERE WEATHER EMERGENCIES

- All workplaces are susceptible to severe weather emergencies because severe weather can happen anywhere, at any time.
- Being prepared is crucial to staying safe in severe weather. Severe weather often strikes with little or no warning.
- Pay attention when your facility conducts severe weather response training. This training will instruct you where to go and what to do when severe weather strikes.
- During a severe storm, stay away from windows and outside doors.

- Upon receiving word to go to the storm shelter area, promptly shut off any running machinery or processes, if necessary, and walk calmly and
- In these severe weather emergencies, always follow the instructions given to you by the company, which may include evacuating to a location away from company property.

EARTHQUAKES

- Some regions of the world are susceptible to earthquakes. If you work in such an area, you must know how to respond should an earthquake occur.
- At the onset of an earthquake, quickly take cover under a counter or sturdy table. Use your arms to cover your head and neck for protection.
- If a counter or table isn't readily available, brace your body against a wall or under an entranceway with no door attached.
- Avoid sheltering in doorways with doors attached because the shaking action of the earthquake can slam the door into your body. Also, avoid taking cover near windows or objects that could fall.
- You should remain inside, under your shelter, until the earthquake is over.
- When exiting the building, do not use elevators to reach lower levels.
- Proceed cautiously to the designated meeting place so management can account for everyone. Stay in the area until instructed to leave by one of your supervisors.

EMERGENCY PREPAREDNESS & RESPONSE (*Concise*)

ANSWERS TO THE REVIEW QUIZ

1. e

2. c

3. c

4. b

5. c

6. c

7. a

8. b

9. c

EMERGENCY PREPAREDNESS & RESPONSE (Concise)
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. In preparation for an emergency, employees should become familiar with _____.
 - a. Emergency equipment
 - b. Exits and evacuation routes
 - c. Storm shelters
 - d. The facility's designated meeting place
 - e. All of the above

2. What must you decide before using a fire extinguisher to put out a fire?
 - a. If the fire is small enough to be extinguished with one fire extinguisher
 - b. If there is a safe exit should the fire get out of control
 - c. Both answers a and b

3. How far should you position yourself from a fire should you decide to fight it?
 - a. 2 feet
 - b. 4 feet
 - c. 8 feet

4. Typically, the best course of action to take during a medical emergency is to _____.
 - a. Begin first aid immediately
 - b. Activate the emergency plan for reporting injuries
 - c. Notify the person's family about the situation

5. What should you do if a chemical spill poses an immediate risk to you and your co-workers?
 - a. Mark it with a sign or barricade
 - b. Clean it up immediately
 - c. Leave the area immediately

6. When exposed to a hazardous chemical, the affected area should be flushed for _____ minutes.
 - a. 5 to 10
 - b. 10 to 15
 - c. 15 to 20

7. All workplaces are susceptible to severe weather emergencies.
 - a. True
 - b. False

8. When exiting the building after an earthquake, you should use elevators to reach lower levels.
 - a. True
 - b. False

9. You should stay in the designated meeting area after an earthquake until _____.
 - a. You feel it is safe to leave
 - b. You see co-workers leaving,
 - c. You are instructed by a supervisor to leave