



Training Solutions, Delivered!

TO THE POINT ABOUT EMERGENCY RESPONSE

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

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.

4854 TO THE POINT ABOUT EMERGENCY RESPONSE FACT SHEET

LENGTH: 14 MINUTES

PROGRAM SYNOPSIS:

Our workplace is full of hazards, hazards that can hurt us or kill us. Controlling these hazards and preventing injuries is the point of our safety and health program. Some of these hazards occur during emergency situations. Being prepared and knowing how to properly respond during an emergency can prevent injuries and fatalities. That is the point of our facility's emergency response plan, and that is the point of this program. So, pay close attention as we get to the point about emergency response.

Topics include general emergency preparedness, fire response, proper fire extinguisher use, chemical spill and leak response, severe weather, earthquake response and medical emergencies.

PROGRAM OBJECTIVES:

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

- What workers should know in general to be prepared for any emergency;
- How to respond to a fire appropriately;
- How to properly use a fire extinguisher;
- How to respond to a chemical spill or release;
- What to do should severe weather strike;
- What actions to take during earthquakes and medical emergencies.

PROGRAM OUTLINE

THE EMERGENCY RESPONSE PLAN

- Our organization has developed an Emergency Response Plan to educate employees in preparing for and responding to emergencies. For this plan to be effective, all workers must understand the facility's evacuation routes, rally points, alarms and means to report an emergency.
- Being properly prepared for an emergency helps ensure that workers will remain calm and respond appropriately.

GENERAL EMERGENCY PREPAREDNESS

- The point of emergency training and preparation is to enable workers to respond to incidents appropriately and without panic.
- Make sure to participate in all emergency drills. Practicing these drills is a key part of your emergency response training and will allow you to quickly take the appropriate action in a crisis.
- As part of your training, you should become familiar with the locations of evacuation routes, exits, storm shelters and designated meeting areas or rally points.
- Make it a point to know the location of more than one exit nearby to any specific work area. This is important because access to the nearest exit may be blocked or unsafe.
- You should also know where the closest phone is located so you can call 911 or emergency responders, if needed.
- Become familiar with the various emergency sounds generated by our alarm and make sure you know the proper response for each alarm sound. The point of having different sounds is to ensure the correct response.
- For example, the sound for a fire requires an evacuation, while the sound for severe weather requires seeking a storm shelter.
- Workers should also know and understand the potential hazards of equipment and materials in their work areas. During an emergency, it may be important to shut down certain machinery, processes and equipment.
- Always remember, if an emergency occurs the most important thing you can do is stay calm and follow your training. Listen to any instructions given to you by your supervisor or transmitted over the emergency response system and then act promptly to seek safety.

FIRE RESPONSE

- In addition to having a good understanding of general emergency preparedness, it's important to know how to respond to certain specific emergencies, such as a fire.
- Fires can break out in any facility at any time. Make it a point to know how you should respond to a fire in your work area; doing so can save lives.
- If you discover a fire, immediately shout out to co-workers as you move to sound the fire alarm. It is important to sound the alarm right away so the fire department can respond quickly, before the fire grows too large.
- The number one rule during a fire is to evacuate safely. As soon as you hear a fire alarm or see a fire, immediately exit the area and proceed to your assigned rally point.
- Gathering at your assigned rally point allows you to be accounted for so that emergency responders do not attempt to search for you. Remain at the rally point until you are given the all clear.

PROPER USE OF FIRE EXTINGUISHERS

- Some employees may be trained and authorized to use a fire extinguisher. When this is the case and you feel it is safe to fight the fire, first make sure the fire is small enough to be extinguished by a single extinguisher.
- Then locate the nearest fire extinguisher and make sure it is rated for the class of fire that is burning.
- Before attempting to fight the fire, make sure you have a clear escape path that will not become blocked if the fire continues to grow.
- Once you determine it is safe to use the extinguisher, approach the fire to about eight feet and then pull the pin.
- Once the pin is pulled, aim the nozzle at the base of the fire and squeeze the trigger to discharge the extinguisher.
- Then slowly sweep the nozzle from side to side to evenly spread the extinguishing agent onto the base of the fire.
- Make it a point to continue discharging the extinguisher onto the base of the fire until the extinguisher is empty. This is important because often times a fire will appear to be extinguished, but then flare back up once again.
- If you are unable to fully extinguish the fire with a single extinguisher, it's time to evacuate. Don't waste time trying to find another extinguisher. Lay the empty one on its side and proceed to the designated meeting area.
- Understand that only those employees authorized to use a fire extinguisher may do so. All others must promptly evacuate to safety.

CHEMICAL SPILL/RELEASE RESPONSE

- Chemical spills or releases require a quick assessment of the situation to determine the extent of the danger and the proper response.
- Chemical workers must be trained and prepared ahead of time because taking the correct action during a chemical release can often mean the difference between life and death.
- If a chemical spill or release occurs, you will have to promptly decide if the chemical is hazardous, if you have the training and equipment to contain or clean up the spill and if you have access to the proper personal protective equipment to prevent harmful exposure.
- If the chemical is considered hazardous, only trained and authorized workers are permitted to conduct a spill control and cleanup operation.
- All other workers must stay clear of the spill and immediately report the situation to the spill response team or emergency services.
- If you are sure the chemical doesn't present a hazard, mark the spill with a sign or erect a barricade.
- Notify affected co-workers of the spill and stay clear of the area until the spill response team has contained and cleaned up the spill.
- If the material is hazardous, don't attempt to mark it, contain it or clean it up. Evacuate the area immediately and follow the procedures outlined in our emergency response plan.
- Even without a large spill or release, a worker may come into contact with or be exposed to a hazardous chemical.
- Such an exposure can also create an emergency situation that requires prompt and proper action. Workers must make a point of understanding the first aid treatment for the chemicals with which they work.
- To prevent permanent damage to a worker's skin or eyes when contacted by a hazardous substance, immediate action must be taken.
- For this reason, it is imperative that you know the location of safety showers and eye wash stations in your work area and that you know how to use them.

- Being splashed in the eyes by a chemical may impair your vision, so you may not be able to see how to get to the closest eye wash station. That's why you should make it a point to practice following the route to the nearest eye wash station with your eyes closed or while blindfolded.
- If you are exposed to a hazardous chemical on the skin or eyes, flush the affected area for at least 20 minutes and then seek immediate medical attention.
- When using a safety shower, remove outer layers of clothing that have been contaminated with the harmful material.

SEVERE WEATHER

- Some of the most common workplace emergencies are caused by something that is beyond anyone's control, the weather. Severe weather often strikes with little or no warning and it is critical that all employees be properly prepared in order to stay safe during a severe weather event.
- There are specific gathering places designated as severe weather shelters. Make sure you know how to get to the shelter closest to your work area.
- When notified to go to your storm shelter, shut off any running processes or machinery and proceed in an orderly manner to the shelter.
- Do not leave the shelter until you are informed that it is safe to do so.
- During a severe storm, stay away from windows and outside doors.
- If the facility has incurred damage from the storm, make sure to keep away from any hazards that may have resulted. Many injuries occur after a storm from broken glass, falling debris or downed power lines.

EARTHQUAKE RESPONSE

- Another unpredictable and uncontrollable emergency event is an earthquake. When an earthquake begins, try to stay calm and quickly take cover under a counter, sturdy table or workstation. Cover your head and neck with your arms for protection.
- During an earthquake, falling debris is a major source of injury. If no sturdy shelter is available, brace your body against a wall or under an entranceway with no attached door.
- Don't take shelter in doorways with doors attached because the trembling motions of the earthquake can slam the door into your body.
- Also, avoid seeking refuge near windows or near objects that could fall. Remain inside where you have taken cover until the earthquake subsides.
- After the quake is over, do not use elevators because they may have been damaged.
- Make it a point to avoid hazards such as downed power lines, broken chemical lines or areas of unstable debris while proceeding to the designated meeting place.

MEDICAL EMERGENCIES

- When confronted with a medical emergency such as a severe injury or a sudden illness, knowing what to do can help save a life.
- It is imperative that you remain calm and not allow yourself to be overcome with emotion.
- If you encounter an injured or severely ill co-worker, call out for help immediately and determine what the next course of action should be.
- In almost all cases, the best course of action is to activate our facility's emergency plan for reporting injuries so properly trained first responders can arrive quickly and provide assistance.
- If the victim is bleeding, you should avoid all contact with blood or other bodily fluids. Body fluids can contain microorganisms that transmit illnesses such as hepatitis or HIV; these microorganisms are called bloodborne pathogens.
- Instead of touching the victim, offer encouragement and assure them that help is on the way.
- If you are a trained first aid responder and decide to offer assistance, be sure to use the appropriate barrier devices such as latex gloves or a mouth shield to protect you from exposure to bloodborne pathogens.
- If the victim is unconscious and unresponsive to your commands, they may be in sudden cardiac arrest. Some symptoms of sudden cardiac arrest include no discernable pulse and irregular or no breathing.
- In this situation, the prompt use of an AED, an automated external defibrillator, may save a life.
- If an AED is not immediately available, perform CPR if you are trained to do so; otherwise, stay with the victim until help arrives.

TO THE POINT ABOUT EMERGENCY RESPONSE

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. d

4. b

5. a

6. c

7. a

8. b

9. b

TO THE POINT ABOUT EMERGENCY RESPONSE
REVIEW QUIZ

Name _____ Date _____

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

1. You should know the location of more than one exit nearby to any specific work area.
 - a. True
 - b. False
2. The number one rule during a fire is to evacuate safely.
 - a. True
 - b. False
3. Which of the following must be done before using a fire extinguisher to fight a fire?
 - a. Make sure the fire is small enough to be put out by a single extinguisher
 - b. Make sure the extinguisher is rated for the class of fire that is burning
 - c. Make sure you have a clear escape path
 - d. All of the above
4. If you can't fully extinguish a fire with a single extinguisher, you should locate another one immediately and continue putting out the fire.
 - a. True
 - b. False
5. If a chemical is considered hazardous, you must be trained and authorized to conduct a spill control and cleanup operation.
 - a. True
 - b. False
6. If you are exposed to a hazardous chemical on the skin or eyes, the affected area should be flushed for at least _____.
 - a. 5 minutes
 - b. 10 minutes
 - c. 20 minutes
7. If you are directed to a storm shelter during severe weather, you should not leave the shelter until you are informed that it is safe to do so.
 - a. True
 - b. False
8. After an earthquake is over, you should use elevators instead of stairs to access lower or higher floors.
 - a. True
 - b. False
9. In almost all medical emergencies, the best course of action is to administer first aid immediately.
 - a. True
 - b. False