

BINDER: DBH Safety Program

SECTION: 4

AREA: Emergency Action Plan (EAP)

4	Emergency Action Plan DBH Safety Binder (Section 4)	<p>This plan must be PERSONALIZED to the DBH facility.</p> <p>HERE'S WHAT YOU NEED TO DO:</p> <ol style="list-style-type: none">1. Go through the plan and insert site-specific information for ALL AREAS HIGHLIGHTED IN BLUE (The EAP addresses procedures for handling clinic evacuations, where to assemble - primary and secondary re-assembly points, floor plans and staff/patient/visitor accountability procedures.)2. Once the site-specific plan is developed, EACH employee should receive training and get a copy of the plan.3. Have all employees sign the acknowledgement sheet and fax a copy to your RSR.4. Place the original plan and signed acknowledgement sheet in Section 4 of this DBH Safety Program Binder.5. Turn in a copy of the plan and acknowledgement sheet at the Safety Committee meeting in April each year. <p>Review the plan each year and or as changes are needed. Refer to Reference the San Bernardino County Health & Safety Manual, Section 4 (Page 45 – 53) and DBH SPM's, Section 7.</p>
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Emergency Action Plan

Date: _____

Facility Name/Location: _____

Facility Supervisor: _____ **LSC:** _____

Program Manager: _____ **Dep Dir:** _____

Purpose

CALOSHA's Emergency Action Plan standard, found at 29 CFR 1926.35, requires Department of Behavioral Health to have a written emergency action plan (EAP). This EAP addresses emergencies that our program expects may reasonably occur at any of our construction sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any CALOSHA officials who ask to see it.

Under this plan, our employees will be informed of the plan's purpose, emergency escape procedures and route assignments, procedures to be followed by employees who remain to control critical plant operations before they evacuate, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system.

The safety and health manager, **ENTER Safety Rep/LSC NAME** _____, is the program coordinator, acting as the representative of the plant manager, who has overall responsibility for the plan. Mr./Ms. **ENTER SUPERVISOR & LSC NAME** _____ will review and update the plan as necessary. Copies of this plan may be obtained from the red safety folder # 14 (**name file location clinic, building & room number**) _____ in This plan is kept in the red safety folder # 14 (**name file location clinic, building & room number**).

If after reading this program, you find that improvements can be made, please contact the safety and health manager, **ENTER LSC NAME** _____. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Emergency Escape Procedures and Assignments

Our emergency escape procedures and assignments are designed to respond to many potential emergencies including: fire, assaultive client/employee, chemical spills, utility failure, flood, earthquake, (enter site specific potential hazards)

Employees need to know what to do when they are the first persons to discover an emergency and when they are alerted to a specific emergency. Our safety and health manager has developed alternate procedures for responding to an emergency, depending on what the emergency is. The following guidelines apply to all EAPs:

1. All employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer must review with each employee, upon initial assignment, the parts of the plan which the employee must know to protect the employee in the event of an emergency.
2. The training includes use of floor plans and workplace maps (**Attachment 1**) which clearly show the emergency escape routes included in the Emergency Action Plan. Color coding aids employees in determining their route assignments. These floor plans and maps are available and posted at all times in every area of the company to provide guidance in an emergency.
3. As a matter of general practice, stairwells are the primary means for evacuation. Elevators (if applicable) are used only when authorized by a fire or police officer, or to assist physically disabled personnel.
4. No employee is permitted to re-enter the building until advised by the Safety Manager (after determination has been made that such re entry is safe).
5. A map of refuges/safe zones and medical triage area are given in this table (primary and secondary assembly zones are meeting areas designated in a location deemed safe for each group of employees within the facility (**Attachment 2**) in the Department of **Behavioral Health**:

See the appendix for a copy of the building plans with means of egress procedures for each group evacuating an area or building.
6. Floor Wardens (**insert names and assignments**) have been appointed to assist with the safe evacuation of occupants and those with special needs. They will also assist the manager to insure all occupants are out of the building and will conduct the accountability check.

Names	Assignments

Each department reports to there respective representative as follows:

(Enter your answer - how you account for ALL staff, clients, and visitors to your facility - who is responsible for taking roll)

The supervisor and LSC (s) will remain behind (or at a safe distance from the building) to insure complete evacuation, then will depart to the building and will check in with the floor wardens for the accountability roll call. The procedures to be taken by those employees who have been selected to remain behind to care for essential plant operations until their evacuation becomes absolutely necessary include:

1. The monitoring of plant power supplies and water supplies, essential services which cannot be shut down for every emergency alarm, and

2. Manufacturing processes (if applicable) which must be shut down in stages or steps where certain employees must be present to assure that safe shut down procedures are completed, including the following manufacturing processes: All individuals will evacuate the facility in emergency.

3. In the event of fire, attempt to close all doors as you evacuate the building. If the scene is unsafe to do so, evacuate immediately.

Trained evacuation personnel conduct head counts once evacuation has been completed. There is at least one trained evacuation person for each twenty employees in the workplace to provide adequate guidance and instruction at the time of an emergency. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. All trained personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. A copy of the list of trained personnel appears below:

List those people who will secure the building (**enter your answer**), contact emergency personnel (if applicable) and account for all evacuees. (**Include names & titles**)

NAMES	TITLES

Once each evacuated group of employees has reached their evacuation destinations, each trained Floor Warden (evacuation employee):

- Takes roll of his or her group.
- Makes sure all persons are accounted for.
- Reports in to a central checkpoint managed by the company safety and health officer.
- Assumes role of department contact to answer questions.

(**Enter your answer** - include duties such as checking restrooms, group rooms, meeting rooms, contacting emergency services, taking roll at the assembly point, etc.)

NAMES	DUTIES

Rescue and Medical Duty Assignments

Rescue and medical aid may be necessary during emergency situations. Circumstances calling for rescue and/or medical aid include:

This plan is kept in the red safety folder # 14 (**name file location clinic, building & room number**) _____

Emergency Response Team (ERT) members are responsible for performing rescue duties in case of an emergency requiring rescue. Members of the ERT include:

(Enter your answer - List the names & titles of those given these assignments)

NAME & TITLE	DUTIES

Designated first aid responders are to provide medical assistance within their capabilities to employees requiring it during an emergency situation. Designated first aid responders include the following individuals:

(Enter your answer - list the two members of your facility who are First Aid/CPR certified and responsible for responding to medical first aid situations)

NAME & TITLE	DUTIES

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

Emergency Reporting Procedures

In the Event of a Fire

When a fire is detected, go to the nearest fire alarm station and activate the alarm by pulling on the lever. The alarms will notify the Emergency Response Team as well as the **(enter your answer - list the names and phone numbers of the responding agencies -- fire/police dept., medical response)** Fire Department. Fire alarms are located on each floor near the elevators, and also near each entry/exit door.

NAME	NUMBER

The Emergency Response Team will perform assigned duties and will meet the fire department to assist them in putting out the fire. Head counts should be given to the **(enter your answer - list the names and phone numbers of the responding agencies -- fire/police dept., medical response)** Fire Chief or fire fighter. No employees are to return to the buildings until the "all clear" is given by the Emergency Response Team leader or the **(enter your answer - list the names and phone numbers of the responding agencies -- fire/police dept., medical response)** Fire Chief.

NAME	NUMBER

In the Event of a Tornado

The Safety Manager has access to **(enter your answer - indicate if your facility does or does not have PA or alarm systems)**. When a tornado watch has been issued by the National Weather Service, the weather page will sound, followed by a weather bulletin with further information. At that point, the Safety Manager or his designee will turn on the scanner to monitor the National Weather Service reports. The Safety Manager will use the tornado horn to warn employees of tornado (N/A).

In the event of a tornado, it is corporate policy to provide emergency warning and shelter. At the time the tornado horn sounds, all employees are responsible for evacuating to their assigned shelters in a tornado emergency. Following is a table with shelter assignments listed:

No shelters have been designated for employees. If a mass evacuation was necessary, employees would be instructed where to reassemble.

Trained Evacuation Personnel

Critical Facility Operations Personnel

The following employees are designated to remain behind during evacuation to care for critical plant operations:

(Enter your answer – names & titles)

Name	Title

Trained Evacuation Personnel

A sufficient number of employees have been designated by the facility and trained to assist in safe and orderly emergency evacuation for all types of emergency situations. The list of people trained includes at least one person from every area for every shift. These employees are to help direct all employees during emergency evacuation, serve as a resource of information about emergency procedures, and conduct head counts once evacuation has been completed. A copy of the list of trained personnel appears below:

(Enter your answer - list those people who will secure the building, contact emergency personnel (if applicable) and account for all evacuees. (Include names & titles)

NAME	TITLE

Safety Manager Responsibilities

Here at Department of **Behavioral Health**, the Safety Manager (**name & title**) _____ is responsible for the following activities. He or she must:

1. Develop a written emergency action plan for regular and after hours work conditions.
2. Immediately notify the local fire or police departments, and the building owner/superintendent in the event of an emergency affecting the office.
3. Integrate the emergency action plan with the existing general emergency plan covering the

building occupied.

4. Distribute procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes to each employee.

5. Conduct drills to acquaint the employees with emergency procedures, and to judge the effectiveness of each plan. Fire drills are required by Department of **Behavioral Health** quarterly.

6. Satisfy all local fire codes and regulations as specified.

7. Train designated employees in the use of fire extinguishers and the application of medical first aid techniques.

8. Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of an emergency. Distribute a copy of the list to key persons to be retained in their homes for use in communicating an emergency occurring during non-work hours.

9. Decide to remain in or evacuate the workplace in the event of an emergency.

10. If evacuation is deemed necessary, the safety manager ensures that:

- Notify Department management of the emergency and facility operational status
Employees are notified and a head count is taken to confirm total evacuation of all employees.
- When practical, equipment is placed and locked in storage rooms or desks for protection.
- The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.
- In locations where the building owner/superintendent is not available, security measures to protect employee
- All records and property are arranged as necessary.

Training

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. We must be sure that employees know what is expected of them during an emergency to assure their safety.

This document is not one for which casual reading is intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, training on the plan's content is required by CALOSHA.

A better method of communicating the emergency action plan is to give all employees a thorough briefing and demonstration. Department of **Behavioral Health** has chosen to train employees through presentation followed by a drill. Our local fire department requires Fire drills are required by Department of **Behavioral Health quarterly**. fire drills, so we cover related EAP information at that time.

A better method of communicating the emergency action plan is to give all employees a thorough briefing and demonstration. Department of **Behavioral Health** has all managers and supervisors present the plan to their staffs in small meetings.

Our building houses several places of employment, so we have set up a building wide EAP including all employers in the building. Department of **Behavioral Health** has informed our employees of their duties and responsibilities under the plan. The standardized plan is kept by the Safety Manager and is accessible by affected employees that this plan will be reviewed annually by the facility Supervisor and LSC.

Types of Emergency Evacuations

At this facility, the following types of emergency evacuation exist in addition to those detailed earlier in this plan:

1. Assaultive client/employee, earthquake and bomb threats.

(Refer to DBH Sims that ensures a better understanding of the written program.)

Place a copy of the

***INTERNAL BUILDING
FLOOR PLAN***

HERE

Place a copy of the

**OUTDOOR MAP TO
PRIMARY & SECONDARY
ASSEMBLY AREAS**

HERE

