



Division of Safety and Hygiene

SAMPLE WRITTEN PROGRAM

EMERGENCY RESPONSE PROCEDURES

NOTE: Companies should not attempt any hazardous waste operations unless employees have been trained in accordance with the provisions of OSHA Standard 1910.120. Without this training, the only option open to a company is evacuation and notification of appropriate agencies capable of handling this type of situation.

PURPOSE

The goals of this emergency response plan are, in order of priority, to protect the lives and health of (Company Name) employees, and protect and minimize damage to company property in the event of an emergency.

PRIORITIES

The objectives of this plan are, in order of importance:

- To evacuate and account for all employees and visitors;
- To contact local emergency service organizations;
- To assemble the company's Emergency Response Team (ERT) for implementation of the response plan;
- Contact pertinent regulatory agencies;
- Conduct search-and-rescue operations, turnoff utilities, control any hazardous chemical spills or releases;
- Prevent further property damage through protective measures or by removing property;
- Perform cleanup and salvage as needed;
- Conduct post-incident critique and evaluation;
- File any applicable reports with regulatory agencies.

RESPONSIBILITIES

Facility Management

- Evaluate the number and types of hazards expected based on past experience and general knowledge to plan and develop Emergency Response Plan specifics;
- Provide training to all employees for their roles in all emergency plans;
- Conduct drills to practice response to emergency situations;
- Conduct an annual drill to practice confined-space rescue;
- All other activities necessary to the development and implementation of an effective Emergency Response Plan;
- Make emergency response team assignments.

Maintenance Manager

- Maintain sufficient inventory of emergency response equipment;
- Ensure maintenance and inspection of emergency response equipment;
- Help train emergency response team members.

40-Hour HAZMAT-Trained Personnel

- Assist in the training of emergency response teams;
- Assume active positions on the response teams.

Safety manager

Provides assistance in developing and carrying out emergency response plans.

TRAINING

(Company name) will train all employees on the procedures contained in this plan. New employees will be trained upon hiring, and re-trained any time the employees responsibilities under the plan change or whenever the plan changes.

The company will provide copies of all emergency response plans to be kept in employee handbooks and operation manuals, and will post copies on employee bulletin boards.

The company also will designate and train a sufficient number of employees to assist in the safe and orderly evacuation of employees and visitors. These employees will be trained and re-trained as needed.

Training will cover:

- Emergency reporting;
- Evacuation routes;
- Alarm systems;
- Specific assigned duties.

Periodic drills will be held to ensure that all employees know the appropriate action to take in case of an emergency. The company will provide additional training and frequent drills for employees with specific emergency-response duties; and invite local emergency service units to participate in training whenever possible.

EMERGENCY RESPONSE PROCEDURES

INCIDENT REPORTING

Management Notification

If an emergency, or situation that could become an emergency, occurs, inform management immediately.

(Insert name and title of company official) will maintain an up-to-date emergency notification list.

Emergency Response Team Notification

(Describe the company's plan for contacting ERT members)

Employee Notification

The alarm system, public address system, or direct supervisory contact can be used to notify employees of emergency situations in the facility.

External Notification

Call **(911 or equivalent)** to contact the local fire or police department, emergency medical service or other emergency-response units.

Corporate Notification

Contact the (Company name) public relations department if media coverage of the situation is expected.

Also, contact the corporate office as soon as possible of property damages, theft, or cargo losses.

The following corporate officials are to be contacted:

(List names and phone numbers)

EVACUATION PROCEDURES

After the senior manager on the scene determines that evacuation is necessary, the evacuation alarm will be sounded, with instructions issued over the public address system. Specific responsibilities are as follows:

Production Supervisors

- Lead employees from work areas when the evacuation alarm sounds;
- Assist any employees with disabilities;
- Escort employees to (Designated Assembly Area);
- Account for all employees upon reaching the designated assembly area;
- Notify human resources of any employee not accounted for;
- Ensure that employees stay in the assembly area.

Maintenance Supervisors

(LIST ACTIONS TO BE TAKEN)

Other Responsibilities

FIRE FIGHTING

No employee shall fight a fire that is beyond the incipient stage (able to be put out with a fire extinguisher), enter if the building is on fire to conduct search and rescue, or provide advanced medical care and treatment. These situations must be left to emergency services professionals, who have the necessary training, equipment and experience.