


POMS RISK CONTROL & INSURANCE
SMARTER INSURANCE FOR SMARTER BUSINESS.

**Ready for Anything:
Mastering Workplace
Emergency
Preparedness and
What Comes After**



October 16, 2024

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Upcoming Webinar

Holiday Fire Safety
November 13th, 2024, 11:00 am – 12:00 pm MT
10:00 am – 11:00 am PT



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Presenters/Contributors

California

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Agenda


- **What is Emergency Preparedness?**
- **Are you Ready? 5 Key Steps to Prepare.**
 - Program Management or Development
 - Planning (Emergency Action Plan Best Practices)
 - Implementation
 - Testing and Exercises
 - Program Improvement
- **Training, Communication - Best Practices**
- **What Happens After - Best Practices**
- **Q&A**

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What is Emergency Preparedness?




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**Are you Ready?
5 Key Steps to Prepare**

- Program Management or Development
- Planning
- Implementation
- Testing and Exercises
- Program Improvement



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Program Management or Development

- Risk Assessment
- Emergency Management
- Business Operations
- Security
- Resources

▪ <https://www.ready.gov/business/planning>


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Emergency Preparedness –Best Practices

- Establish a system for gathering, monitoring, and disseminating information.
- Develop a plan to communicate to the appropriate audience before, during and after an incident.
 - Internal (Employees, Emergency/Warning)?
 - External (Clients/Customers, vendors, media)?
- Establish policies and procedures for testing all communications used; and test communications with all stakeholders.
- Establish policy/procedures when communicating with the media (PIO or Unified Command).
- <https://www.osha.gov/emergency-preparedness>
- <https://www.dir.ca.gov/title8/3220.html>



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Emergency Action Plan – Best Practices

Emergency Action Plan (EAP)

- Evacuation procedures and emergency exit route assignments
- Procedures for employees who remain to operate critical operations before evacuating
- Procedures to account for all employees after an evacuation
- Procedures to be followed by employees performing rescue or medical duties
- Means of reporting fires and other emergencies
- Names or job titles of people to be contacted for further information or explanation of the plan
- Description of the alarm system used to notify employees to evacuate and take action
- Employee training
- Accessibility to the plan
- Recordkeeping

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Planning–Best Practices

- ❖ Emergency Alarm Systems
- ❖ Primary and Alternate Emergency Exit Routes
- ❖ Employee Roles and Responsibilities
- ❖ First Aid / Emergency Supplies

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Implementation

Training

- Train employees at the time of hire and annually on the types of emergencies that could occur. Retrain when circumstances affecting disaster response change.

Practice Drills

- Conduct drills and exercises regularly so they can identify the alarm sounds and what it's announcing.

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Testing and Exercises – Best Practices

Written plans, policies, and procedures never practiced are doomed to fail.

- If Training is not reinforced with practical application, it will be forgotten.
- Include ADA and communications barriers in all training.
- All employees shall receive Emergency preparedness training upon development of the original plan and as part of New Employee Orientation upon hire.
- Additional training shall be provided when the plan and/or facility change, when an employee's responsibilities change, when new types of hazards are identified requiring special actions, and annually as refresher training.
- Training topics should include proper use of Emergency Communications Systems (w/testing), Employee Responsibilities, Evacuation Routes, Shelter-in-Place vs. Lockdown.
- Table-top and practical exercise training are recommended to put information into application.

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Program Improvement

- Plan Review and Updates
- Drills and Exercises
- Assess your Preparedness

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What Happens After - Reunification

The process, procedures, and resources needed to reunite families in the event of a major crisis.



We need these plans - but hope to never utilize in a real-world incident.

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After an Incident Occurs

Priorities:

- Safety and wellbeing.
- Location and condition.
- Successful transition to the recovery process.

Objectives:

- Account for every employee, student, and visitor.
- For School locations: ensure every child is successfully reunited with the correct parent or guardian.

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Reunification Site Selection

- Location
- Size
- Access
- Separation


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Other Potential Resources Needed

- Transportation
- Traffic control
- Message boards
- County Emergency Manager
- Local First Responders
- Health department
- Counselors
- Medical
- IT support (Wi-Fi, Printers)



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Have a Home/Family Disaster Plan

- **Communication Plan**
- **Disaster Supplies – Home and Car**
 - Food & Water (3-day supply)
 - Medications
 - Extra Batteries
 - Flashlight
 - Cell Phone Charger
 - First Aid Kit
 - Personal Documents
- **Evacuation Plan**


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The Great Shakeout

- Get ready to Shakeout
- October 17, 2024
- Register:
www.ShakeOut.org



Shake Out. Don't Freak Out. poster featuring a QR code, the text 'Shake Out. Don't Freak Out.', and icons for DROP, COVER, and HOLD ON. It also includes the date 'October 17, 2024' and the text 'Register at ShakeOut.org'.

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Official Sources for Additional Information

- FEMA Comprehensive Preparedness Guide 101**
 - www.fema.gov/emergency-managers/national-preparedness/plan
- FEMA Independent Study IS-100 Intro. to the Incident Command System (ICS)**
 - https://training.fema.gov/is/courseoverview.aspx?code=IS-100_c
- FEMA Continuity Resource Toolkit**
 - <https://www.fema.gov/emergency-managers/national-preparedness/continuity/toolkit>
- The Great Shakeout**
 - <https://www.shakeout.org>
- CDC Emergency Preparedness and Response**
 - https://emergency.cdc.gov/planning/index.asp?CDC_AA_refVal=https%3A%2F%2Femergency.cdc.gov%2Fplanners-responders.asp

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Questions?

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