

Emergency Preparedness in the Workplace

National Preparedness Month is recognized each **September**, to provide a reminder that we **ALL** must **Prepare Ourselves, Our Families, and Our Workplace** now and throughout the year. **Emergencies** pose an immediate **Risk of Significant Harm to Health, Life, Property or Environment**. Preparing for emergencies is an important part of workplace health and safety.

Common types of emergencies


Fire or explosions


Medical emergencies


Severe weather


Earthquakes


Major power failure


Hazardous material spills



Elements of emergency management



Prevent

Policies and procedures to minimize the occurrence of emergencies



Prepare

Activities and procedures to insure your organization is ready to effectively respond



Respond

Actions taken when an emergency occurs



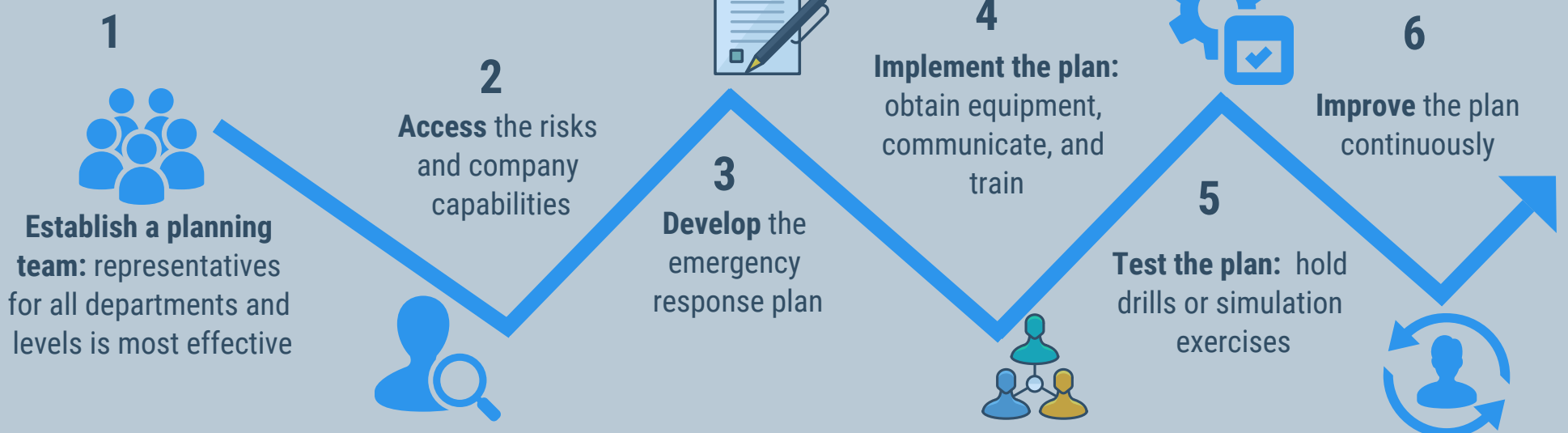
Recover

Process of returning to normal business operations

Why prepare for emergencies?

- Keep employees and responders free from harm
- **Manage life-threatening situations**
- **Minimize damage to environment, equipment, tools, etc.**
- **Minimize downtime**

6 key steps in emergency planning



What's in an emergency response plan?

- ✓ Scope and outline of potential emergencies
- ✓ Alarms and other methods of initiating a response
- ✓ Site specific response procedures
- ✓ Command structure, roles and responsibilities
- ✓ Evacuation and assembly procedures
- ✓ Communication systems and protocols
- ✓ Emergency contact lists
- ✓ Resource lists

As an employee, it is important that you know how to

- **Identify common types of emergencies**
- **Respond if you encounter a situation**
- **Respond when an emergency alarm is activated**
- **Ask your employer for more information and training**

For more information of workplace or personal preparedness please visit

- <https://www.ready.gov>
- <http://readyandsafe.mt.gov>