

Emergency Action Plan

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Emergency Action Plan

Purpose

OSHA's Emergency Action Plan standard, found at 29 CFR 1910.38(a), requires (Good Samaritan Medical Orthopedic Group and Sports Medicine) to have a written Emergency Action Plan (EAP). This plan applies to all operations in this practice where employees may encounter an emergency situation.

The EAP communicates to employees, procedures to follow in emergencies. This written plan is available, upon request, to employees and any OSHA 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 office 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 Officer is the program coordinator, acting as the representative of the office manager, who has overall responsibility for the plan. She/he will review and update the plan as necessary. Copies of this plan may be obtained by looking in this OSHA Manual or by asking the Safety Officer.

If after reading this program, you find that improvements can be made, please contact the Safety Officer. 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 practice.

Emergency Escape Procedures and Assignments

Our emergency escape procedures and assignments are designed to respond to many potential emergencies including: fire, tornado, and bomb threats.

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 Officer has developed alternate procedures for responding to an emergency, depending on what the emergency is. The following guidelines apply to all EAPs:

- 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 that the employee must know to protect the employee in the event of an emergency.

- The training includes use of floor plans and workplace maps that 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 in every area of the practice to provide guidance in an emergency.
- As a matter of general practice, stairwells are the primary means for evacuation. Elevators are used only when authorized by a fire or police officer.
- No employee is permitted to re-enter the building until advised by the Safety Officer (after determination has been made that such re-entry is safe).
- There must be a designated meeting place deemed safe for employees to meet during emergency evacuations. They are as follows:
 - Evacuation for fire – North Side of MOB Parking Lot
 - Evacuation for tornado – Basement of MOB in hallway by fitness Center
 - Evacuation for bomb threat – wait until told by emergency responders what to do

See the attachments for a copy of the building plans with means of egress procedures for each group evacuating an area or building.

The Office Manager will remain behind during evacuation, if necessary, to care for critical office operations. Reasons to remain behind to care for essential operations until evacuation becomes absolutely necessary include:

- The monitoring of office power supplies, essential services which cannot be shut down for every emergency alarm, and
- Processes that must be shut down in stages or steps where certain employees must be present to assure that safe shut down procedures are completed, including computers and x-ray equipment.

The Office Manager conducts head counts once evacuation has been completed. Before leaving, the Office Manager checks rooms and other enclosed spaces in the practice for employees who may be trapped or otherwise unable to evacuate the area.

Once all evacuated employees have reached their evacuation destination, a designated person:

- Takes roll call.
- Makes sure everyone is accounted for.
- Reports in to a central checkpoint managed by the Safety Officer.
- Assumes the role of department contact to answer questions.

Rescue and Medical Duty Assignments

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

- Injuries to any of the individuals being evacuated.
- Medical emergencies of patients who were at the office to be seen.

Emergency Response Team (ERT) members are responsible for performing rescue duties for emergencies requiring rescue. Members of the ERT include only members of the fire department.

Designated first aid responders provide medical assistance within their capabilities to employees or patients requiring it during an emergency situation. Designated first aid responders include the physicians and health care personnel.

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

Emergency Reporting Procedures

In all events, the emergency reporting system to alert office personnel is by verbal communication; overhead page.

In the Event of a Fire

When a fire is detected, activate your alarm system by following your facility plan.

The Safety Officer will meet the fire department to assist them, if needed. Head counts should be given to the Fire Chief or firefighter. No employees are to return to the buildings until the Fire Chief or firefighters give the "all clear".

In the Event of a Tornado

When the Safety Officer becomes aware that the National Weather Service has issued a tornado watch, a radio or TV will be turned on to monitor the National Weather Service reports, or the internet will be accessed to find the current weather. The Safety Officer will go throughout the practice to notify everybody of a tornado watch, at which time patients may be allowed to leave.

In the event of a tornado warning, it is our practice's policy to provide emergency shelter. At the time the tornado warning is issued, all employees are responsible for evacuating to their assigned safe areas in a tornado emergency and for helping any patients in their care.

In the Event of a Bomb Threat

If a phone bomb threat is received by anyone in this office, they are to try to keep that individual on the phone by asking him or her questions. They should indicate to

someone else in the office to call 911 while they keep the perpetrator on the line. They may try asking the following questions:

- Where is the bomb located?
- When will the bomb go off?
- What kind of bomb is it?
- Why did they place the bomb?
- Ask the caller's name (experience indicates it may be given).
- Ask the caller's phone number.
- Be alert for distinguishing background noise such as music, voices, aircraft or church bells.
- Note distinguishing characteristics.
- Note if the caller indicates knowledge of the building by his/her description of locations.

Employees should be notified of the bomb threat and they should become alert to anything that looks unusual or out of place. They should notify other offices in the building, but should **not** evacuate until the emergency responders get there and tell them what to do. In the meantime, employees should search their work areas for anything that looks unusual or out of place. If anything is noticed, employees must **not** touch it and should tell the Safety Officer so that the information can be given to the emergency personnel when they arrive. Once a room has been declared safe by an employee, a sticky note should be placed on the door indicating the room is safe.

Trained Evacuation Personnel

Critical Office Operations Personnel

The Office Manager is designated to remain behind during evacuation to care for critical office operations.

Trained Evacuation Personnel

Employees have been trained to assist in safe and orderly emergency evacuation for all types of emergency situations. The employees help direct others during emergency evacuation, serve as a resource of information about emergency procedures, and conduct head counts once evacuation has been completed.

Safety Officer Responsibilities

Here at (Good Samaritan Orthopedic Group and Sports Medicine), the Safety Officer is responsible for the following activities. She/he must:

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

covering the building occupied.

- Distribute procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes to each employee.
- Conduct drills to acquaint the employees with emergency procedures, and to judge the effectiveness of each plan.
- Satisfy all local fire codes and regulations as specified.
- Train designated employees in the use of fire extinguishers and the application of medical first aid techniques.
- 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.
- Decide to remain in or evacuate the workplace in the event of an emergency.
- If evacuation is deemed necessary, the Safety Officer ensures that:
 - 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 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 and patients is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued office 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, some employees will choose not to read it, or will not understand the plan's importance. In addition, OSHA requires training on the plan's content.

OSHA's 29 CFR 1910.38(f) says, "An employer must review the emergency action plan with each employee covered by the plan: (1) When the plan is developed or the employee is assigned initially to a job; (2)

*When the employee's responsibilities under the plan change; and (3)
When the plan is changed.*

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. We train our employees through presentation followed by a drill or through verbal presentation.

We have informed our employees of their duties and responsibilities under our plan. The plan is kept by the Safety Officer and is accessible by affected employees in OSHA MANUAL.

Types of Emergency Evacuations

At this practice the following types of emergency evacuation exists as detailed earlier in this plan: fire, tornado, and bomb threat.

Attachments

We have attached to this plan the following:

A copy of OSHA regulations 29 CFR 1910.33 – 1910.39 and Fire Regulations

A copy of the 1910 Subpart E Appendix

Evacuation Routes