## Emergency Action Plans and Fire Prevention Plans

### *Are employers <u>required</u>* to have Emergency Action Plans and/or Fire Prevention Plans?

Although employers are *required* to have an Emergency Action Plan (EAP) and/or a Fire Prevention Plan (FPP) only when an applicable OSHA standard specifically requires them, OSHA strongly recommends that ***all*** employers have an EAP and/or an FPP. If you have 10 or fewer employees, you may communicate your plan(s) orally. If you have more than 10 employees, however, your plan(s) *must* be written, kept in the workplace, and be available for employee review.

For your Emergency Action Plans, you should establish procedures and train employees on when and how to sound an alarm and notify emergency personnel. In addition, you must designate and train employees to assist in a safe and orderly evacuation of other employees. You must also review the emergency action plan with each employee when the following occur:

- When the plan is developed or an employee is assigned initially to a job.
- When an employee's responsibilities under the plan change.
- When the plan is changed.

## Useful Information – Important Names and Phone Numbers

Our Workplace Emergency Coordinator:

**Katie Jones**

Fire/Rescue:

**Kearney Fire Department** **3082333226**

Police:

**Kearney Police Department** **3082372104**

Local Emergency Shelter:

**CrossRoads Center Rescue Mission** **3082365688**

Hospital or Emergency Clinic:

**Good Samaritan Hospital or Kearney Regional Medical Center (308-455-3600) 3088657100**

Facility Manager:

**Peggy Dobish**

Facility Security:

**Rex Herrick**

Hazardous Material Removal:

**GSH or City of Kearney. Biohazard material is picked up by Stericycle.**

First Aid Kit Location:

**See floor plan attached at the back- Blue Item #7 and 8**

Emergency Eyewash Location(s)

**Nurse stations: DMM, BME, KHB, CCJ, LDH,Peds,Central Supply, Lab, and Radiology**

Fire Extinguisher Location(s)

**See floor plan attached at the back-Blue Item #7 and 8**

Electric Company:

**Nebraska Public Power District (NPPD) 8772756773**

Gas Provider:

**Northwestern Energy** **8002456977**

**Facility Policy Concerning Portable Fire Extinguishers**

The safety policy of our workplace concerning the use of portable fire extinguishers by employees is designated below:

**All employees are permitted to use a fire extinguisher in the event of a fire in our workplace and will be provided with annual training in the use of portable fire extinguishers.**

## Fire Prevention Plan

When you assign employees to a job, you must inform them of any fire hazards they may be exposed to. You must also review with each employee those parts of the fire prevention plan necessary for self-protection.

What are the major fire hazards in our workplace?
**The boiler room would be a possible major fire hazard. Lab if they have ethanol would be another potential fire hazard.**

What are the proper handling and storage procedures for hazardous materials in our workplace?

**Rex, our maintenance guy, will either take it to the City of Kearney or we will contact GSH and see if they will let us take it there.**

What potential ignition sources exist, and how are they controlled?

**Matches which are used in lab.**

What type of fire protection equipment is available to control each major hazard?

**Fire extinguishers in designated locations-see attachment which has locations of fire extinguishers. Also, sprinklers are located in the basement on the North side and not the south side. We do also have a few fire doors which on attachments 7 and 8 show where the doors are located.**

What are the procedures to control accumulations of flammable and combustible waste materials?

**N/A**

What are the procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials?

**N/A**

What is the name or job title of the individual responsible for maintaining equipment to prevent or control sources of ignition or fires?

**Rex Herrick**

What is the name of job title of employee(s) responsible for the control of fuel source hazards?

**Employees:**
**Darla Knoble**
**Katie Jones**
**Rex Herrick**

**Facility Policy Concerning Portable Fire Extinguishers**

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**Emergency Action Plan - BloodOPIMSpill**

How will this emergency be reported?
**If it is going to take a while for the area to be cleaned and decontaminated, notify Heather B.**

In case of this emergency, how will employees be informed?
**If needed the area will be labeled with a biohazard cones and nursing or administration will alert housekeeping.**

In case of this emergency, our evacuation will be:
**( ) Full**

**( X ) Partial**

We will evacuate through the following primary and alternate exit routes:

Primary evacuation route:
**The evacuation route will consist of removing any person from around the spill and making sure that the area is cleared until it has been cleaned and decontaminated.**

Alternate evacuation route:
**N/A**

Which employee(s), if any, will stay behind and perform critical plant operations?
**All employees will evacuate**

We will evacuate to the following safe location:

Primary safe location:
**N/A**

Alternate safe location:
**N/A**

How will every employee be accounted for?
**N/A**

Which employee(s) if any, may perform rescue or medical duties?
**Employees:**

**Heather Behmerwohld**
**Kathy Middleswart**
**Lila Simpkins**
**Syndie Beavers**

How frequently will drills be performed for all the above procedures?
**As often as necessary**

Who is your contact person for communicating with fire, police, media, etc.?
**Peggy Dobish**

What is the name or job title of the individual for employee(s) to contact for detailed plan information?
**Employees:**
**Heather Behmerwohld**
**Katie Jones**

## Emergency Action Plan - Fire

How will this emergency be reported?
**We are connected to the Kearney Volunteer Fire Department automatically, so when a fire alarm goes of at the clinic--they will know BEFORE switchboard calls with additional information.**

In case of this emergency, how will employees be informed?
**Someone in switchboard will call 911 and another person in Switchboard will use the overhead paging system to annouce the location of the fire otherwise will annouce if it is a "false alarm".**

In case of this emergency, our evacuation will be:
**( X ) Full**

**( X ) Partial**

We will evacuate through the following primary and alternate exit routes:

Primary evacuation route:
**In case of a fire in Kearney Clinic, all personnel shall evacuate the work area by way of the exits designated by arrows, exit signs, or "Escape Plan" route maps. Act calmly. Also, staff is to help patients exit the building. See attachment which has the evacuation plan in more detail. Blue Item #3**

Alternate evacuation route:
**Various exits signs are posted throughout the clinic.**

Which employee(s), if any, will stay behind and perform critical plant operations?
**All employees will evacuate**

We will evacuate to the following safe location:

Primary safe location:
**Following an emergency evacuation, ALL employees must report to the NORTH PARKING LOT-LEVEL 2**

Alternate safe location:
**North Parking Lot-Level 3**

How will every employee be accounted for?
**A head count will be conducted by the supervisors and reported to the safety officer.**

Which employee(s) if any, may perform rescue or medical duties?
**Employees:**

**Heather Behmerwohld**
**Kathy Middleswart**
**Lila Simpkins**
**Syndie Beavers**

How frequently will drills be performed for all the above procedures?
**All employees are to be given the prevention plans by OSHA coordinator at the start of employement during orientation and periodically as follows: practice drills held concurrently with the county-wide Severe Weather Awareness Week in early April and in the fall during fire-prevention month of October.**

Who is your contact person for communicating with fire, police, media, etc.?
**Peggy Dobish**

What is the name or job title of the individual for employee(s) to contact for detailed plan information?

**Employees:**

**Katie Jones**

**Facility Policy Concerning Portable Fire Extinguishers**

The safety policy of our workplace concerning the use of portable fire extinguishers by employees is designated below:

**All employees are permitted to use a fire extinguisher in the event of a fire in our workplace and will be provided with annual training in the use of portable fire extinguishers.**

## Emergency Action Plan - Tornado

How will this emergency be reported?
**We are connected to the NOAA weather alarm through the National Weather Service. The radios are located in Switchboard and Extended After Hours/Front Office area.**

In case of this emergency, how will employees be informed?
**If there is a tornado warning within the city limits of Kearney or Kearney is in the direct path of the storm we will begin to take cover. Switchboard or the extended after hours will notify everyone by the loudspeaker system.**

In case of this emergency, our evacuation will be:
**( X ) Full**

**( ) Partial**

We will evacuate through the following primary and alternate exit routes:

Primary evacuation route:
**Everyone is to go to the lower lever 2 main lounge areas (break room or doctors lounge). Overflow can have people sitting in the hallway corridors or in medical records. Otherwise if people can not make it down the stairs, either the East X-Ray room or the West Hallway Minor room are lead-lined rooms. See attachment for further details. Blue Item #2**

Alternate evacuation route:
**Alternate routes exist to get to basement. See attachment. Blue Item #7 which gives different ways to get to basement.**

Which employee(s), if any, will stay behind and perform critical plant operations?
**All employees will evacuate**

We will evacuate to the following safe location:

Primary safe location:
**Two lead lined rooms (west minor room and mammo room) are located upstairs. Downstairs there is a breakroom, doctors lounge, medical records department etc. Since the basement is sorrounded by concrete most of the rooms downstairs are safe.**

Alternate safe location:
**N/A**

How will every employee be accounted for?
**Supervisors are to count their staff and anyone who is missing they (the supervisor) are to notify a safety committee member.**

Which employee(s) if any, may perform rescue or medical duties?
**Employees:**
**Heather Behmerwohld**
**Kathy Middleswart**
**Lila Simpkins**
**Selected**
**Syndie Beavers**



How frequently will drills be performed for all the above procedures?
**Practice drills are held concurrently with the county-wide Severe Weather Awareness Week in early April and in the fall during fire-prevention month (October).**

Who is your contact person for communicating with fire, police, media, etc.?
**Peggy Dobish**

What is the name or job title of the individual for employee(s) to contact for detailed plan information?
**Employees:**
**Katie Jones**

## Emergency Action Plan - WorkplaceViolence

How will this emergency be reported?
**Notify the supervisor, who then can notify Peggy, Donna G, or Katie. If necessary, will call the Kearney Police Department so they can file a report.**

In case of this emergency, how will employees be informed?
**Depends on the situation, supervisors will notify staff. Supervisors will be notified by either verbally or text message. The message will come from grouptexting. Attached on blue item #9 describes a few of the different protocols we have in place.**

In case of this emergency, our evacuation will be:
**( X ) Full**

**( X ) Partial**

We will evacuate through the following primary and alternate exit routes:

Primary evacuation route:
**If evacuation is necessary all personnel shall evacuate the work area by way of the exits designated by arrows, signs, or "Escape Plan" route maps as long as it is safe. If it is not safe wait for help to arrive.**

Alternate evacuation route:
**N/A**

Which employee(s), if any, will stay behind and perform critical plant operations?
**All employees will evacuate**

We will evacuate to the following safe location:

Primary safe location:
**If necessary, outside at North Parking Lot-Level 2.**

Alternate safe location:
**N/A**

How will every employee be accounted for?
**A head count will be conducted by each supervisor and the supervisor will notify the safety officer if there is any one missing. The safety officer will inform any authorities if there would be anyone missing.**

Which employee(s) if any, may perform rescue or medical duties?
**Employees:**
**Heather Behmerwohld**
**Kathy Middleswart**
**Lila Simpkins**
**Selected**
**Syndie Beavers**



How frequently will drills be performed for all the above procedures?
**Once a year they will be reviewed.**

Who is your contact person for communicating with fire, police, media, etc.?
**Peggy Dobish**

What is the name or job title of the individual for employee(s) to contact for detailed plan information?
**Employees:**
**Katie Jones**

## Fire Safety

### *How do Fires Start?*

Fire is a chemical reaction involving rapid oxidation or burning of a fuel and needs three elements to occur - fuel, oxygen, and heat (ignition source). The chemical chain reaction that occurs between the three basic elements represents the fourth component of the fire equation.

**Fuel** - can be any combustible material - solid, liquid or gas.

**Oxygen** - the air we breathe is about 21 percent oxygen. Fire only needs an atmosphere of 14 percent oxygen to burn.

**Heat** - heat is the energy necessary to increase the temperature of the fuel to a point where sufficient vapors are given off for ignition to occur.

Take any one of the three factors away, and the fire either cannot occur, or it will be extinguished if it was already burning.

### *How are Fires Classified?*

Fires are classified by the types of materials that are burning.


**Class A** - Ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics.


**Class B** - Flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane.


**Class C** - Energized electrical equipment, such as appliances, switches, panel boxes and power tools.


**Class D** - Combustible metals, such as magnesium, titanium, potassium and sodium. These metals burn at high temperatures and create their own oxygen to support combustion. They may react violently with water or other chemicals.

***Fire Extinguisher Ratings***

Fire extinguishers have the same ratings as fires (A, B, C, D). They can also carry multiple ratings such as AB, BC, or ABC. These extinguishers are capable of putting out more than one class of fire. There is also a Class K Fire that may occur with kitchen cooking oils and grease and that requires a type K fire extinguisher.

***How to Identify Fire Extinguisher Types***

All ratings are shown on the extinguisher faceplate.

ABC-rated multipurpose dry powder extinguishers - are the most commonly found fire extinguishers. They are almost always RED in color and have either a long narrow hose or no hose (just a short nozzle). These extinguishers are fairly light (5-25 lbs total weight).

Water extinguishers - are not often used in a commercial setting and are usually silver in color, have a flat bottom, and a long narrow hose.

CO2 (carbon dioxide) extinguishers - are generally red, have a LARGE "tapered" nozzle (horn), are very heavy (15-85 lbs.). Care should be used not to drop a CO2 cylinder; if it is damaged, it can explode due to high pressure.

Fire extinguishers containing either compressed gas or any type of hazardous chemical require a Material Safety Data Sheet (MSDS) to be available just as would be required for any other hazardous chemical in the workplace.

***How to Use a Portable Fire Extinguisher***
Remember the acronym, "P.A.S.S."

**P** … **P**ull the Pin
**A** … **A**im extinguisher nozzle at the base of the flames
**S** … **S**queeze the trigger while holding the extinguisher upright
**S** … **S**weep the extinguisher from side to side, covering the affected area with the extinguisher agent.

***Remember:***

- Should your path of escape be threatened
- Should the extinguisher run out of agent
- Should the extinguisher prove to be ineffective
- Should you no longer be able to safely fight the fire

**...LEAVE THE AREA IMMEDIATELY!**

***How to Extinguish Small Fires***

Class A Extinguisher - Uses pressurized water, foam or multi-purpose (ABC-rated) dry chemical extinguishers. Extinguishes ordinary combustibles by cooling the material below its ignition temperature and soaking the fibers to prevent further ignition. DO NOT USE carbon dioxide or ordinary (BC-rated) dry chemical extinguishers on Class A fires.

Class B Extinguisher - Extinguishes flammable liquids, greases, or gases by removing the oxygen, preventing the vapors from reaching the ignition source, or inhibiting the chemical chain reaction. Foam, carbon dioxide, ordinary (BC-rated) dry chemical, or multi-purpose (ABC-rated) dry chemical may be used to fight Class B fires.

Class C Extinguisher - Extinguishes energized electrical equipment by using an extinguishing agent that is not capable of conducting electrical currents. Carbon dioxide, ordinary (BC-rated) dry chemical, or multi-purpose (ABC-rated) dry chemical extinguishers may be used to fight Class C fires. DO NOT USE water extinguishers on energized electrical equipment.

Class D Extinguisher - Extinguishes combustible metals such as magnesium, titanium, potassium, and sodium with dry powder extinguishing agents specially designated for the material involved. In most cases, they absorb the heat from the material, cooling it below its ignition temperature.

***When not to Fight a Fire***

Never fight a fire:

- If the fire is spreading beyond the area where it started
- If you can't fight the fire with your back to an escape route
- If the fire can block your only escape route
- If you don't have adequate fire-fighting equipment
- If you have not received proper training on fighting fires and using fire-fighting equipment

If any of these situations exists…

**DO NOT FIGHT THE FIRE YOURSELF. CALL FOR HELP!**

***Fire Extinguisher Inspection***

All fire extinguishers must have a current certification tag in accordance with state and local regulations.

OSHA also requires fire extinguishers to be inspected monthly by the employer.

When conducting your inspection:

- Make sure the class of the extinguisher is safe to use on fires likely to occur in the area.
- Extinguishers should be mounted in an area where they are readily accessible.
- Check the plastic seal holding the pin in the extinguisher handle. Has the extinguisher been tampered with or used?
- Make sure the pin, nozzle, and nameplate are intact.
- Look at the gauge (or feel the weight if it does not have a gauge). Is the extinguisher full? Does it need to be recharged?
- Today, most extinguishers have gauges indicating the pressure inside the extinguisher. The pressure needle should be in the "green".
- CO2 (carbon dioxide) extinguishers are high-pressure cylinders with pressures ranging from 1500 lb. to 2150 lb. These extinguishers DO NOT have gauges and must be weighed to determine the amount of contents remaining.

***Minimum Number of Fire Extinguishers***

Check with your local fire department for information to determine the correct minimum number of fire extinguishers. It is recommended that you have fire extinguishers no greater than 50 feet from another fire extinguisher or an exit.

## Medical Services and First Aid

***What are the OSHA Requirements for Medical Services and First Aid for Our Employees?***

OSHA requires that all workplaces have readily available access to emergency medical care. While OSHA has never defined “readily available”, it recommends that no more than a 3-4 minute response time for life threatening emergencies and 15 minutes for non-life threatening emergencies. In the absence of readily available medical care within those time frames, employers must ensure that someone on site is adequately trained to render first aid.

***First Aid Requirements***
In addition to the availability of trained medical or first aid personnel, our site also needs to ensure that adequate first aid supplies are readily available. All personnel who are expected to render first aid must be included in our site’s Exposure Control Plan which includes offering a hepatitis B vaccination. If it is reasonably anticipated that the employee will be exposed to blood or body fluids while using first aid supplies, the employer is required to provide appropriate personal protective equipment. Refer to your Exposure Control Plan for information about PPE selected for your facility.

***Eye Wash/Shower Requirements***
When there is a possibility of a splash while handling corrosive materials, OSHA requires as a first line of defense appropriate eye or face protection. They also require a suitable eyewash and/or quick drenching facility. Federal OSHA does not provide specific instructions regarding the installation and operation of emergency eyewash and shower equipment. They leave it up to the employer to assess the need and to determine what attributes the eyewash/shower unit would need. Factors such as, how injurious is the chemical, in addition to flow rate and duration of water supply that the eyewash/shower unit would need to provide must be considered.

***ANSI/Requirements for Eye Wash/Shower Units***

The American National Standards Institute, ANSI, has published a Standard with recommendations for eyewashes and showers, ANSI Z358.1. In this Standard ANSI recommends among other things:

- Eyewash units need to be capable of providing a continuous supply of flushing liquid to the eyes for 15 minutes at a velocity low enough to be non-injurious to the user. Portable eye wash bottles do not meet this requirement.
- Shower units need to be capable of providing a continuous supply of a flushing fluid at a minimum of 20 gallons per minute at a velocity low enough to be non-injurious to the user.
- Some State OSHA Plans have "incorporated by reference" various editions of the ANSI Z358.1 Standard. When any such consensus Standard is incorporated by reference, its mandatory requirements also become mandatory by OSHA. If your facility is in a State OSHA Plan state, then be sure to check your state's individual requirements concerning eyewashes and drench showers.

**You should assess the entire work site for areas where employees potentially handle corrosive materials. Include the healthcare setting in addition to the maintenance, kitchen, laundry, and mechanical areas. Refer to your Material Safety Data Sheets (MSDS) for proper handling, storage, Personal Protective Equipment (PPE), and eyewash/shower requirements for the materials being used at your facility.**

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# Safety Plan Review Sign-In Sheet

For: Emergency Preparedness

Plan reviewed by:

Manager Name (print) _____ Title _____

Manager Signature _____ Date _____

By signing below all employees have read and reviewed the plan listed above and employees were given the opportunity to ask questions to management to ensure a complete understanding of the employer's plan:

| Print Name | Title | Signature | Date |
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