



## Emergency Preparedness Plan

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# Emergency Preparedness Plan Master List

Place Your Company logo here

The best time to prepare for an emergency is before it happens. Managing a serious situation requires leadership and a cool head. Our best line of defense in an emergency is being prepared. Be aware of the appropriate evacuation procedures for our facility, know the emergency contacts, emergency equipment and keep them updated

Our Workplace Emergency Coordinator

Fire/Rescue

Police

Designated Area For Evacuation (Outside Facility)

Local Emergency Shelter

Nearest Hospital Or Emergency Clinic

Facility Manager

Facility Security

Hazardous Material Removal

First Aid Kit Location

Emergency Eyewash Station Location(s)

Fire Extinguisher Location(s)

Electric Company

Gas Provider

You may want to display this poster, along with the Hazard/Personal Protective Equipment ID Poster as well as the other posters of the Steri-Safe Compliance program, in a common area accessible to all employees. You may also consider duplicating this and other Steri-Safe posters for inclusion in new employee orientation materials.





# Emergency Preparedness Plan Evacuation Procedures

Place Your Company logo here

The following situations represent the types of emergencies we might reasonably encounter:

- Fire
- Chemical spill
- Flood or earthquake
- Crime, threats, workplace violence, riot, terroristic act
- Act of nature/extreme weather

Each workplace poses a unique situation. Emergency and evacuation procedures must be customized to each workplace and updated frequently. The following pages will outline the evacuation procedures for our workplace and provide additional emergency plans if necessary.

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Emergency

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Response

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Notification Procedures (who to contact for help and telephone number)

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Decision maker and alternate for evacuation

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Procedure for notifying staff

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Emergency Evacuation Coordinator and alternate (assures all staff have safely evacuated)

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Location to evacuate to (safe harbor)

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Company liaison for external communication (fire, police, media)

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Drill Frequency (dates/coordinator name)

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## 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” they recommend 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, our site 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 section 2 of your Steri•Safe OSHA Compliance Manual.

### *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. 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 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 not less than 1.5 liters per minute (0.4gpm) for 15 minutes at a velocity low enough to be non-injurious to the user.
- Shower units need to be capable of providing a continuous supply of a flushing fluid at a minimum of 75.7 liters per minute (20gpm) at a velocity low enough to be non-injurious to the user.

**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's) for proper handling, storage, personal protective equipment (PPE), and eyewash/shower requirements for the materials being used at your facility.**

