

## **Preparing for Emergency Action**

### **Are you and your workplace equipped for an emergency?**

In the course of doing our jobs, unexpected events can occur that require us to make immediate decisions. Having the tools and knowledge to make informed decisions could make the difference during an emergency. The following is a list of items, equipment or documents that each employee should be aware of. For those physical items, be sure to ask your supervisor or manager where they are located.

- Know when to call for help. In the case of an emergency, it is always recommended you call 911. If the emergency dispatcher does not feel the situation rises to a level where emergency personnel are needed, they will tell you. Make sure that you know the address of your workplace, or if working in the field, the cross streets or closest intersection.
- Fire Extinguishers. These are present in all work places, and many times are also present on certain types of vehicles. The use of a fire extinguisher may enable you to control a small fire and/or enable you or a co-worker to leave a burning structure.
- Eye Washes / Emergency Showers. These are required by OSHA in all locations where there is a risk of chemical injury to the skin and/or eyes. These sites should be tested and inspected on a regular basis – usually by a safety committee member or team.
- First Aid Kit. While not required, it is recommended that each site have a basic first aid kit available to employees for minor injuries. Remember that the supplies are for use during your work day – not to take home for your use there.
- Contact List and Closest Telephone. When working, you should know where the closest telephone is, and who to call. Some departments or offices have calling trees or emergency contact lists to use in the event of an emergency.
- Emergency Action Plan. Each site should have emergency procedures or an emergency manual affecting the operations and staff at each site. In some buildings, these would be available from the property manager or building maintenance staff. These plans could cover natural disasters, tornado sirens, weather alerts, threats and various other types of events.
- Evacuation Plan. Each site should have an evacuation plan that has been communicated to the employees who work at that site. It would direct employees where to go in the event of an emergency, where to report to be counted, and what to do.
- AED's. Throughout the City, more sites are getting AED's (Automated External Defibrillators). It is a good idea to be aware of where the AED's are located in your facilities. AED's are designed to be used by anyone and have simplified instructions for operation.

**Remember Safety is No Accident!**

*Information courtesy of the Minnesota Safety Council*