



# EMERGENCY PREPAREDNESS AT WORK

INFORMATION AND RESOURCES ON EMERGENCY PREPAREDNESS FOR YOUR WORKPLACE

Severe weather and other natural and human-made disasters are occurring at an ever increasing frequency. It is important both at home and in the workplace to prepare for the types of emergencies that are likely to occur to minimize the destruction and disruption that they cause.

In the workplace the employer is required, under several regulations to pre-plan for “foreseeable” emergencies to protect employees when these incidents happen.



Some disasters can happen quickly, without warning at any time of day. Whether employers need to implement an evacuation, lock-in, lock down or a shelter in place, employees must be trained on their level of responsibilities and measures to be taken for the safety of themselves and others such as customers, clients, students, patients, residents and the general public.



A workplace is anywhere an employee is expected to perform their assigned work duties. If workers are deployed or assigned to clean up activities, whether mandatorily or voluntary, employers are required to provide proper, sanitation, potable water, equipment, required personal protective equipment and training prior to duties being assigned. Workers should not be performing disaster response or cleanup duties that they have not been trained or properly equipped for.



# WORKPLACE PREPAREDNESS CONSIDERATIONS

- Create written plans and procedures that are as detailed as possible.
- Have alert or notification systems by which employees can report emergencies and can provide employees instructions based on which type of disaster occurs.
- Designate essential employees by job titles and list procedures for employees who must remain for essential work functions.
- Create evacuation routes and maps as well as emergency escape routes. Assess the routes for hazards.
- Work with local health and public safety authorities.
- Include disaster job tasks in job hazard and personal protective equipment assessments. Have appropriate control measures for disaster related work using the hierarchy of controls.
- Have employees trained and equipped to administer first-aid and CPR.
- Have provisions available for emergencies that would require sheltering in place for an extended period of time.
- Create clean-up procedures, equipment and training prior to disaster occurring.
- Utilize OSHA's Emergency Action Planning e-tool:  
<https://www.osha.gov/etools/evacuation-plans-procedures>

For more information and resources visit:

[www.cseany.org/safety](http://www.cseany.org/safety)



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CSEA has been winning the fight for safe and healthy working conditions for over 100 years, yet there is more to be done. Hazards old and new- from Asbestos to Zika- remain a threat to workers every day. CSEA will not back down from the fight and nothing is more important than saving lives and keeping workers free from injury. Your help is needed now more than ever. The life you save could be **YOUR OWN**.

