

Emergency Procedures: From Plan to Practice

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Overview

- What is an emergency
- What are some of the causes of emergencies
- How to plan your escape
- Testing your emergency plan
- Safety versus security, assessing your option
- References

What is an Emergency

- a serious situation or occurrence that happens unexpectedly and demands immediate action

What are some of the Causes

- a variety of factors such as natural disasters, fires, industrial accidents, terrorism and computer viruses cause or lead to emergencies

How to Plan your Escape

- Establish a planning team
- Analyze capabilities and hazards
- Develop the plan
- Implement the plan

Establish a Planning Team

- Form the team-encourages participation
- Members from upper management, line management, labour, safety, health and environmental affairs

Analyze Capabilities and Hazards

- entails gathering information about current capabilities and about possible hazards and emergencies
- Review internal plans and policies- such as evacuation and fire plans
- Meet with outside groups- fire department and emergency management

Analyze Capabilities and Hazards

- Identify critical products, services and operations for the continuing functioning of the facility- power etc
- Identify internal resources and capabilities such as personnel and fire protection equipment
- Assess the vulnerability of the facility and the probability and potential impact of each emergency

Analyze Capabilities and Hazards

- Fires
- Severe weather
- Hazardous material spills
- Transportation accidents
- Earthquakes
- Hurricanes
- Terrorism

Develop the Plan

- Executive summary- brief overview of: the purpose of the plan such as responsibilities of key personnel
- Emergency management elements which deals with areas such as communications and life safety
- Emergency Response Procedures such as warning employees and reporting emergencies

Implement the Plan

- Integrate the plan into company operations to build awareness, educate personnel and test procedures
- Conduct training, drills and exercises which could be discussions to review procedures or having technical training in equipment use

Other Factors involved in Emergencies

- Critical infrastructure
- Cyber security
- Emergency management
- Disaster mitigation
- Preparedness
- Response
- Recovery

Critical Infrastructure

- refers to systems, facilities, technologies, networks, assets and services essential to health, safety and security disruption

Cyber Security

- refers to the vulnerability of cyber technologies to digital attack

Emergency Management Planning

- assists in saving lives, preserving the environment and protecting property by better understanding risks associated with disasters

Disaster Mitigation

- refers to measures that eliminate or reduce the impact of risks and hazards before an emergency or disaster occurs.

Preparedness

- refers to education as it relates to specific disasters; support rendered for such programs and exercises that gives hands on training and preparation.

Response

- the different agencies that come together to formulate a cohesive effort to minimise the effects of emergencies or disasters

Recovery

- the cost factors which will be very critical as efforts such as rebuilding the infrastructure, food, medicines and clothing may be required in emergency or disaster situations

Testing your emergency Plan

- Human behavior during fire events
- Steps involved during emergency events
- The response to an emergency
- Examples of emergency situations
- Fire safety evacuation plan

Human Behaviour During Emergencies

- role of the individual- leadership roles
- experience of the individual- react faster
- education of the individual- make better decisions
- personality of the individual- react differently
- perceived threat felt by the individual- seek to be sure that there indeed is a problem

Steps Involved in Testing an Emergency Plan

- Walk-through Drill- carrying out a familiarisation of the response activities
- Functional Drills- test specific functions such as warning and communication systems
- Evacuation Drill- walk through of the evacuation route, accountability recording possible hazards

Steps Involved in Testing an Emergency Plan

- Full Scale exercise- A real-life emergency situation is simulated as closely as possible
- Involves company response personnel, and community response organisations
- Evaluating and modifying the plan

The Response to an Emergency

- In order for any emergency to be successful there must be a coordinated effort that involves the operational staff

Response Agencies

- the fire service, ambulance service, police force, security personnel, the hospital and other municipalities

Examples of Emergency Situations

- Person stuck in an elevator
- Encountering a smoke filled room
- If your clothes catch fire
- Fire is behind a door
- Trapped inside a room in a building

Fire Safety Evacuation Plan

- 1 Action to be taken on discovering a fire
- 2 Action to be taken when the fire alarm is actuated
- 3 Operation of the fire alarm, location of the fire alarm call points
- 4 Method of calling the fire service

Fire Safety Evacuation Plan

- 5 The correct method of operation and the location of fire fighting equipment
- 6 Familiarity with the escape routes
- 7 Evacuation of the building and location of assembly points

Safety versus Security, Assessing Your option

- Responsibility of the Organisation
- Responsibility of the Staff
- Responsibility of the Everyone
- Challenges
- Option available
- Striking a balance

Responsibility of the Organisation in safety and security

- To develop the emergency plan
- To educate staff about evacuation procedures
- To train specific members of staff as safety officers and fire wardens
- To carry out evacuation drills and have a drill coordinator
- To secure company's assets and resources

Responsibility of Staff in Safety and Security

- To know the layout of the building
- To know the location of fire alarm activation points
- To know how to test doors
- To know the location of the assembly points
- To fulfil their role in the evacuation process
- To carry out shut down procedures where required

Responsibility of Everyone

- Stop what you are doing
- Take appropriate action
- Fulfil your role
- Congregate at the assembly area

Challenges

- Theft
- getting occupants to fulfill their role in the evacuation process.

Options Available

- to the employer in terms of safety is that they have a right to protect their property but not at the expense of the safety of the workers
- Options available to the employee is to bring safety issues to management's attention

Striking a Balance

- a balance can be found by management and employees working together to adhere to policies set forth in legislation via codes and regulations

References

- www.safetyinfo.com/guest-library/materials/emergency-planning-4-step-planning

The End