



# SAFETY NEWS BULLETIN

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## Preparing for Emergencies and Earthquakes

An emergency is a sudden unforeseen crisis, usually involving danger, which calls for immediate action. It is a situation that can directly or indirectly affect a single employee, an entire workplace, or impact a whole community. Emergencies can happen before, during, or after work hours and can be caused by a range of events and hazards involving both nature and people.

Workplaces are at risk for many different types of emergencies including:

- **Natural disasters** (earthquakes, floods)
- **Extreme weather** (storms, heat)
- **Fires** (building fires, wildfires)
- **Chemical or hazardous material spills or releases**
- **Major transportation or vehicle accidents** (involving trucks, buses, cars, forklifts, etc.)
- **Incidents of violence**
- **Bomb threats**
- **Medical emergencies**
- **Employee deaths** (suicide, homicide, unintentional or natural)
- **Acts of terror**
- **Outbreaks of disease or infections**

Your workplace may be at risk for some of the emergency situations listed above. Your **Emergency Action Plan**, provided in the Injury and Illness Prevention Program from Safety Compliance Company, focuses on these possibilities.



## Be Ready. Be Safe.

## What Should Emergency Action Plans Include?

- Procedures for reporting a fire or other emergency.
- Procedures for emergency evacuation, including the types of evacuation and exit route assignments.
- Procedures to be followed by employees who remain to operate critical operations before they evacuate.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties.
- An employee alarm system that has a distinctive signal for each purpose and provides warning for necessary emergency action as called for in the Emergency Action Plan. The employee alarm must be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace. Tactile devices may be used to alert those employees who would not otherwise be able to recognize the audible or visual alarm.
- Training for each employee on the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio, or telephones. The employer must also designate and train employees to assist in a safe and orderly evacuation of other employees.
- Emergency telephone numbers which must be posted near telephones, employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies.
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

It is crucial that your plan meets the unique needs of your workplace, your employees, and local residents.

The employer must review the Emergency Action Plan with each employee covered by the plan when the plan is first implemented, or the employee is assigned initially to a job; when the employee's responsibilities under the plan change; and when the plan is changed.

Please contact your SCC Safety Consultant to review your Emergency Action Plan and review it at least once a year.

Source: <https://www.dir.ca.gov/>  
California State Fund



Sincerely,

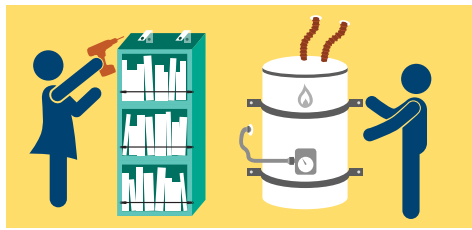
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Mission Statement: A worthy enterprise is based on educating and servicing.

Thomas Herold, President

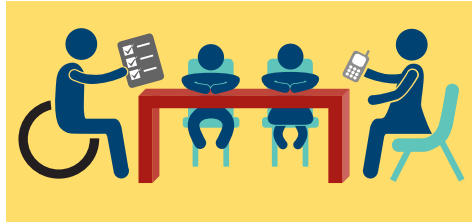
# The Seven Steps to Earthquake Safety

## Prepare



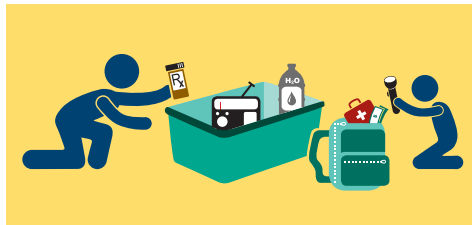
### 1. Secure Your Space

Secure your space by identifying hazards and securing moveable items.



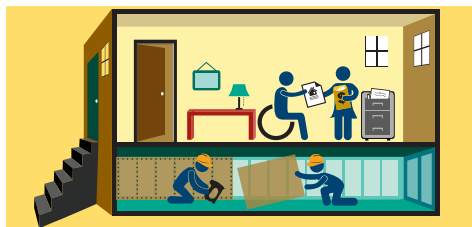
### 2. Plan to be Safe

Plan to be safe by creating a disaster plan and deciding how you will communicate in an emergency.



### 3. Organize Disaster Supplies

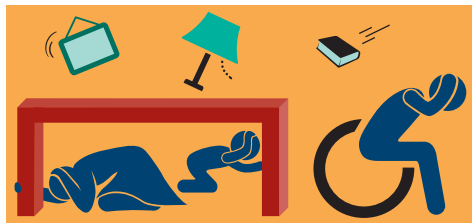
Organize disaster supplies in convenient locations.



### 4. Minimize Financial Hardship

Minimize financial hardship by organizing important documents, strengthening your property, and considering insurance.

## Survive



### 5. Drop, Cover, and Hold On

Drop, cover, and hold on when the earth shakes.



### 6. Improve Safety

Improve safety after earthquakes by evacuating if necessary, helping the injured, and preventing further damage.

## Recover



### 7. Reconnect and Restore

Restore daily life by reconnecting with others, repairing damage, and rebuilding community.