

## TOOLBOX TALK: IN CASE OF AN EMERGENCY EMERGENCY PREPAREDNESS

Everyone wants to believe that they would know exactly what to do in the case of an emergency. They think it through, consider every possibility, and draw up contingency plans. Unfortunately, we can never know exactly how situations will present themselves or be prepared for every scenario. That's why Emergency Action Plans are required to be in writing if you have 11 or more employees on-site. If you have 10 or fewer employees, OSHA says that your employees "must know their role" during emergencies, but your plan does not have to be in writing.

### ESTABLISHING AN EMERGENCY PLAN:

#### HOW TO GET STARTED ON YOUR EMERGENCY ACTION PLAN:

- Make a list of all of the "reasonably foreseeable" emergencies that your employees could be exposed to — events such as fires, tornados, earthquakes, floods, chemical incidents, workplace violence, explosions, armed robberies, terrorism or bomb threats, or loss of power
- Consider not only your facility, but neighboring facilities as well
- Consider talking to local emergency management officials for additional helpful information

- Think through and write down what you and your employees will need to do in each instance. Take a look at the elements below and ensure you have answers to all of them

#### THE ANSWERS TO THESE QUESTIONS ARE REQUIRED AS PART OF YOUR EMERGENCY MANAGEMENT PLAN:

- What number(s) do you call for emergency services?
- Do you have evacuation procedures and emergency escape routes assigned?
- Are there procedures to account for all employees after

an emergency evacuation has been completed?

- Are there procedures to be followed by employees who remain to operate critical plant operations, such as emergency shut down procedures, before they evacuate?
- What are the rescue and medical duties for employees?
- Are there names or job titles of persons who can be contacted for further information or explanation of duties under the plan provided?

Over time, re-evaluate and continue to update your written plan. Make sure

employees are trained and retrained in the possible emergencies they may encounter. In an emergency, an immediate and educated response can save lives, the business operation, and thousands of dollars in potential losses.

### COMMUNICATION DURING A CRISIS:

During a crisis, clear and concise communication is critical. Three-way

communication is a simple tool that works particularly well when giving and receiving instructions.

### HERE'S HOW IT WORKS:

- First person provides the instruction.
- Receiver repeats back the instruction.
- Person providing the instruction confirms, corrects, or clarifies the instruction.

## We Are Here

Do you have a question about safety and health? Contact us and we can assist you in making your workplace safer.

[safework.mo.gov](http://safework.mo.gov)

I understand the information presented and the importance of making an emergency action plan.

COMPANY:

DATE:

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

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Learn more ways to keep your workplace safe.  
Visit [safework.mo.gov](http://safework.mo.gov).

