WellSpring School of Allied Health

Emergency Preparedness Plan

Plan Purpose:

This plan is designed to help protect the safety and welfare of WellSpring School employees and to minimize operational disruptions within the facility during emergency situations. This plan complies with OSHA's General Industry Standard 29 CFR 1910.38.

Primary Contents:

- Emergency procedures and prevention plans
- Critical shutdown procedures
- The process for reporting emergency situations (such as fire) and alerting others
- Evacuation, shelter routes & procedures - including assistance for the physically challenges
- Procedures to account for all employees following an emergency evacuation
- Contact persons - for further information or explanation of duties under the plan

Responsibilities

Management has approved this plan and agrees to carry out the specific responsibilities outlined in the plan. Management is responsible for submitting departmental changes that affect the plan to **Shelly Welch**, who will update the plan regularly.

Employees: This plan is provided to you as a basic guide for workplace safety. It is your responsibility to attend training meetings and review policies and procedures to become familiar with them (looking up policies during an emergency is rarely an option). Follow the procedures to the best of your ability and keep this plan readily available at your desk as it contains maps and other information that should be accessible as needed. Note: Please replace any revised page into your own plan document as instructed.

Emergency Coordinator (EC) or Safety Coordinator (if so, replace all EC mentions)
WellSpring School has designated **Shelly Welch** as Emergency Coordinator. Duties include:

- Coordinate, assemble, and distribute written emergency preparedness plan
- Coordinate emergency preparedness training for employees as required
- Coordinate regular simulated drills or other tests of emergency procedures
- Annually (*or as change occurs)* notify managers to review plans, and make revisions
- Ensure employees obtain a copy of any revisions to the plan, re-train if necessary
- Monitor weather and other alerts, and distribute necessary warnings to staff

Safety Questions or Concerns

If you have any questions, concerns, or comments relating to workplace safety (building security, air quality, safety at a client site, etc.), contact **Shelly Welch**. Careful consideration is put into decisions that affect the safety of all employees.

Emergency Preparedness Training

WellSpring School provides training or drills related to emergency prep (some are mandatory):

#	Topic	Employee	Frequency
1	Evacuation Emergency	All	Annual
2	Non-Evacuation Emergency	All	Annual
3	Medical Emergency	All	Annual
4	Workplace Violence and Security	All	Annual
5	First-Aid	Voluntary	Certification renewal every 2 yrs
6	CPR	Voluntary	Certification renewal every 2 yrs
7	Fire Drill - practice evacuation	All	Annual

*Mandatory if you are in the office at the time of the practice drill.

Emergency Preparedness Committee (EPC) - WellSpring School established a committee to develop and review emergency procedures, as well as a detailed recovery plan for various types of disasters that could strike the school. The committee is made up of management and key staff positions. It is the responsibility of the committee to:

Establish written procedures to follow in various emergency situations
Assign duties to appropriate staff (such as Emergency Coordinator - EC)
Ensure employee training takes place
Carry out the disaster recovery procedures should a major incidence occur
Acquire support from outside resources to assist in various emergency situations
Update written plan revisions as changes occur.

WellSpring School of Allied Health
Emergency Program Contacts

Emergency Preparedness Committee (EPC) Members

	EXT
Shelly Welch	105
Robin O'Connell	103
Kristin Clemons	119

Special Training and Responsibilities – Staff listed here has training to carry out specific duties in an actual emergency

Emergency Preparedness and Evacuation Procedures	Ext.
Shelly Welch/Emergency Coordinator	103

Medical Support: The following staff has <u>volunteered</u> to place their names on the list

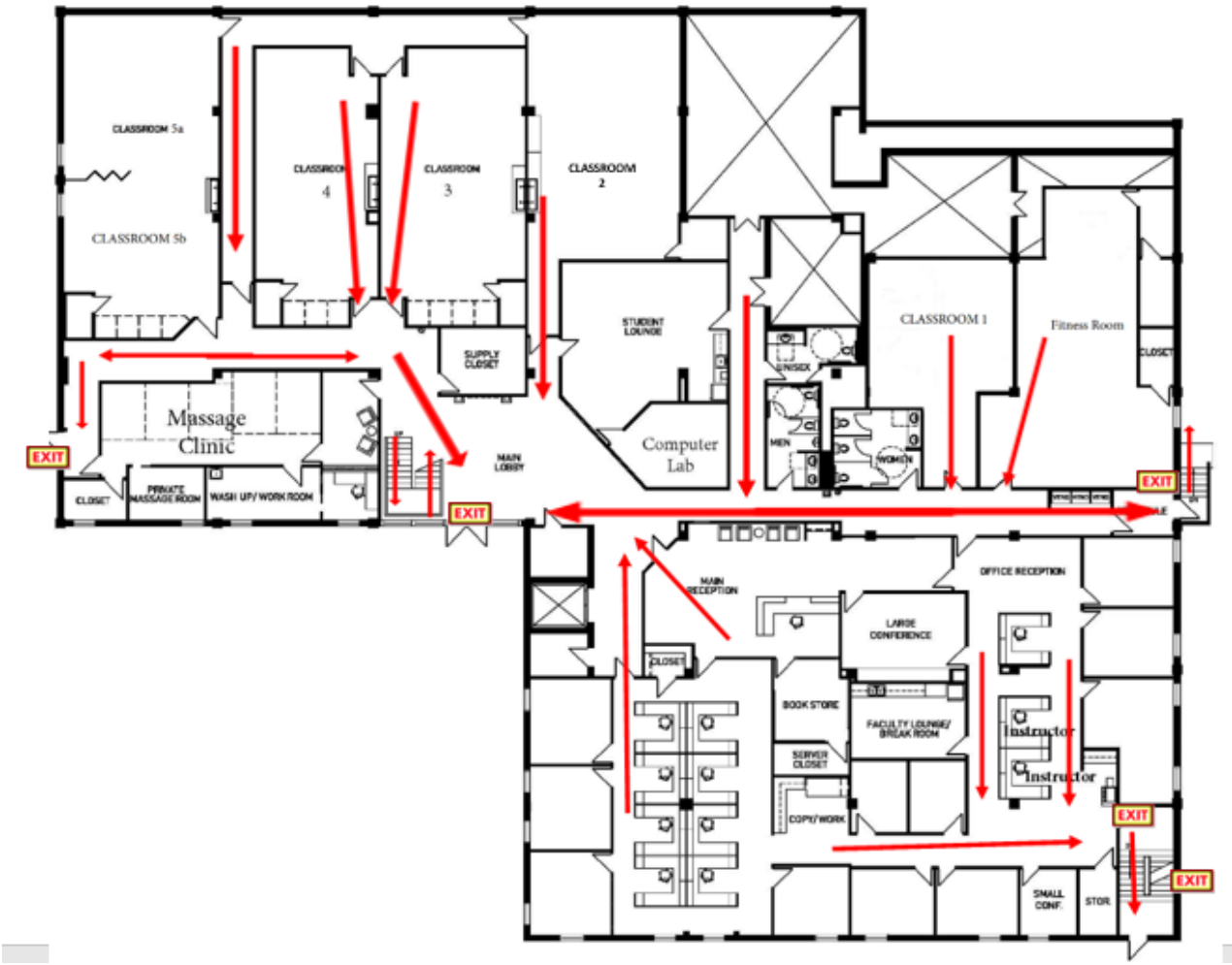
First Aid/CPR Certified:

All Instructors are First Aid/CPR certified

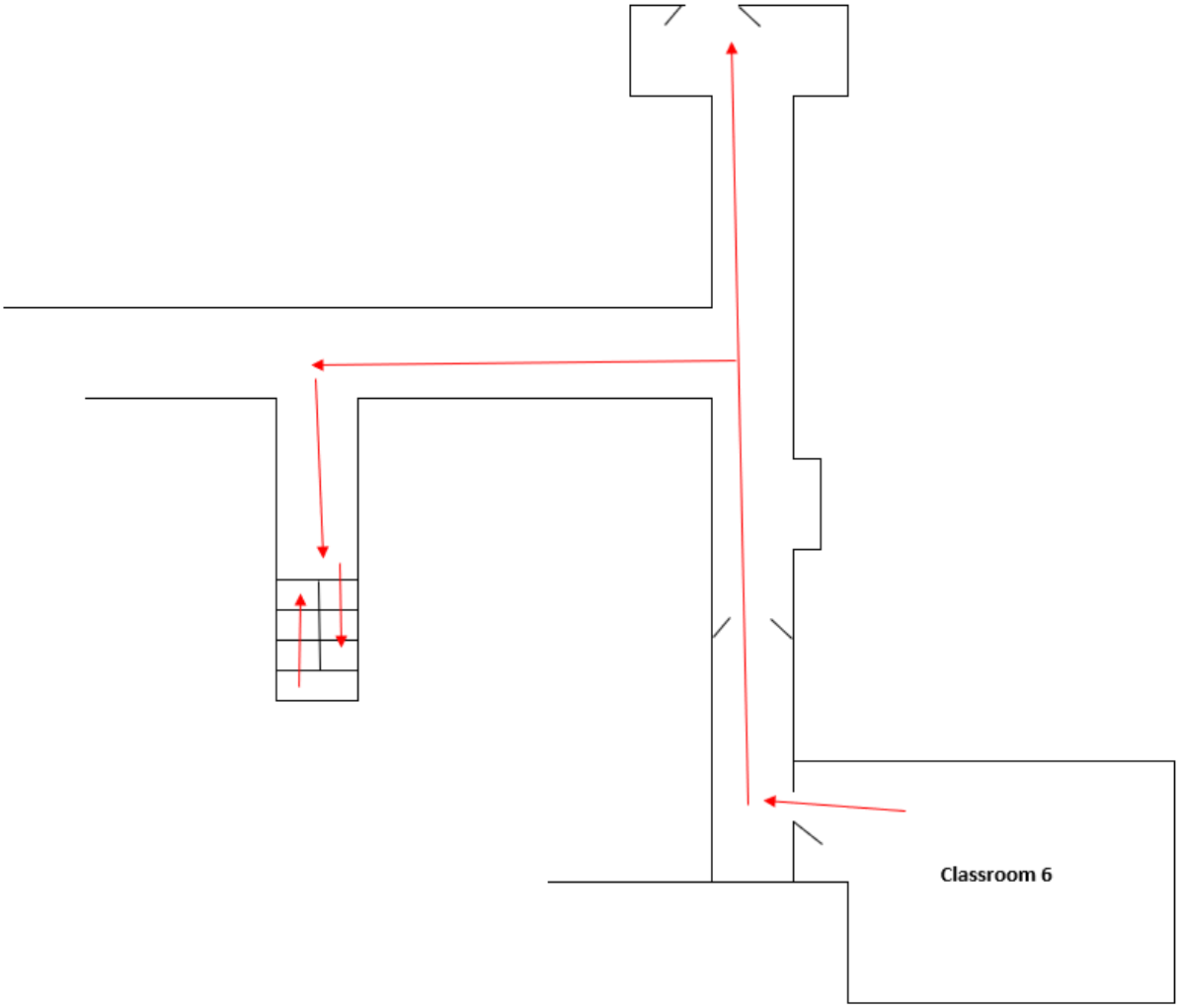
WellSpring School Evacuation Map

Become familiar with these locations now, before an emergency occurs.

Map Directions: ⬆ West



Classrooms and Admin Offices 1st Floor



Classroom 6 - 2nd Floor

Emergency Plan Procedures

Assembly Station

While there is no guaranteed method of evacuating, or ideal assembly point, this plan is provided as a basis to work from before an emergency occurs to reduce panic and fear in a real emergency. *Any evacuation, whether it is due to fire, gas leak, etc., would take place with little or no time to organize.*

Go to the nearest, safest exit and make your way to the assembly station *(see map)*. Avoid emergency vehicles, etc. If there are guests in the office: ask them to join the employees outside. Do not re-enter the building until authorized.
Go to the Assembly area at the Far West parking lot on the west side of the building and assemble by the designated tree stand.

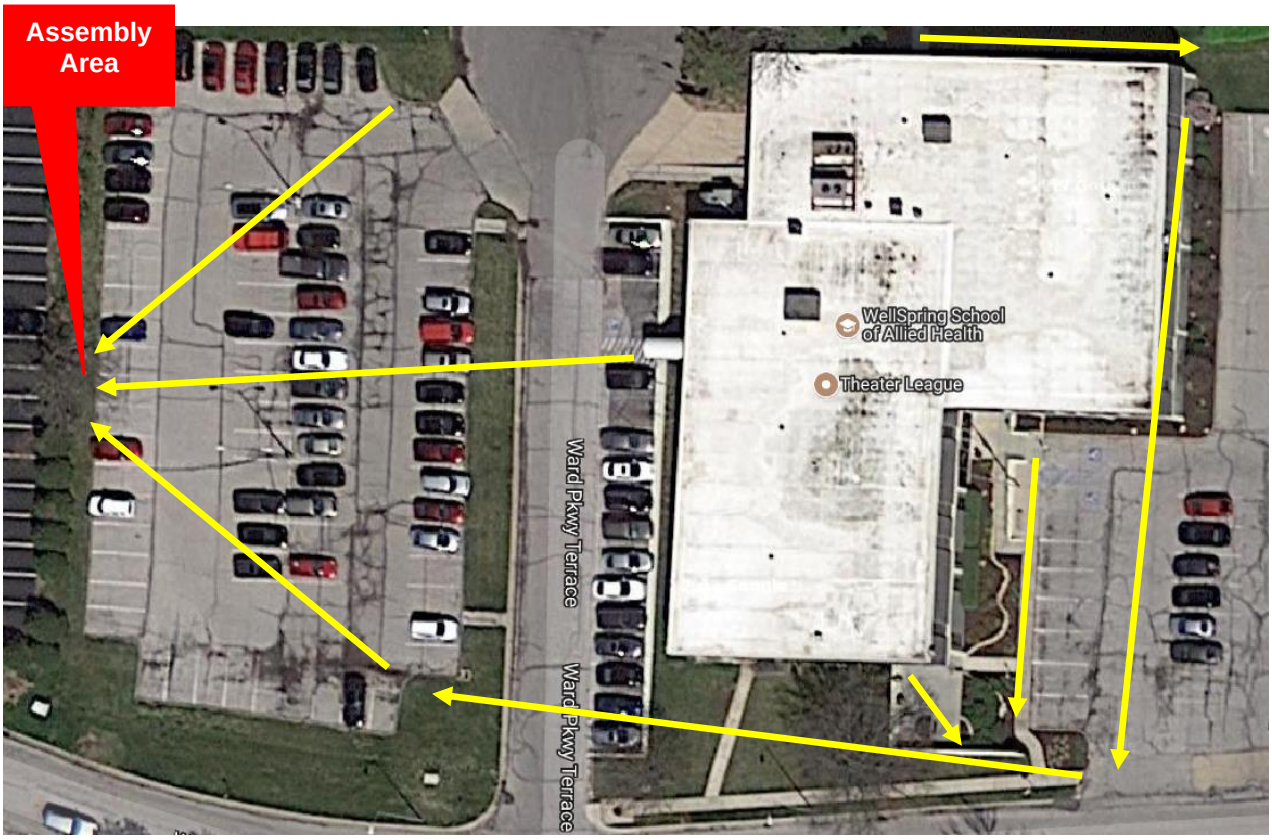
Join **WellSpring School employees and students** at the Assembly Station by Dept; the Supervisor will take a head count and report any persons missing to the Emergency Coordinator (or any upper management staff).

Emergency Coordinator will report anyone not accounted for to emergency crews

Stay there until you receive instructions from managers or emergency workers.

Notes:
As with any plan, there may be conditions beyond all expectations; prepare to adapt to an existing emergency

Employees are required to report in and out of the building to know whether to send rescuers into the building to find you



Assembly Area is at the tree identified by the red circle in far west lot

Emergency Evacuation Drill
Report and Critique

FACILITY

_____ _____

_____

No. of Employees *(Total Management and Non-Management)*

Person in Charge of Evacuation Drill:

_____ _____

Print Signature

Date: _____

Explain any *NO* responses in *Comments* section.

1. Did the alarm system function properly? □ yes □ no

2. Did the evacuation proceed in an orderly fashion? □ yes □ no

3. Did all employees who were assigned special duties *(supervisors, "buddies", etc.)* perform them properly? □ yes □ no

4. Were all employees promptly accounted for following the evacuation? □ yes □ no

5. Did all employees assemble in the proper area for their assigned work location? □ yes □ no

COMMENTS/SUGGESTIONS FOR IMPROVEMENT:

_____

_____

_____

_____

Non-Evacuation Emergency Drill
Report and Critique

FACILITY

_____ _____

_____

No. Employees *(Total Management and Non-Management)*

Person in Charge of Non-Evacuation Emergency Drill:

_____ _____

Print Signature

Date: _____

Explain any *NO* responses in *Comments* section.

1. Did everyone receive the warning to take cover? □ yes □ no

2. Did the gathering proceed in an orderly fashion? □ yes □ no

3. Did all employees who were assigned special duties *(supervisors, "buddies", etc.)* perform them properly?
□ yes □ no

4. Were all employees promptly accounted for following the gathering? □ yes □ no

5. Did all employees assemble in the proper area for their assigned work location? □ yes □ no

COMMENTS/SUGGESTIONS FOR IMPROVEMENT:

_____

_____

_____

_____

Fire and Smoke Safety

Knowledge, Prevention, and Preparations are keys to preventing and surviving fires. We often recognize the danger of fire itself, but not ***smoke inhalation, the main cause of death*** in fires. Know the dangers; your life may depend on it.

Identifying Causes of Workplace Fires

The first step in preventing fires is to know what causes them and then how to effectively eliminate or reduce the hazards.

Flammable Liquids: Flammable liquids are extremely dangerous. If they are used, prevention of fires includes these requirements:

- Store only in approved safety cans or storage cabinets; ensure proper labeling
- Keep adequate ventilation in areas where flammables are managed and stored
- Always keep flammables away from heat or sparks
- Trained staff must clean up spills as soon as possible (or outside contractor)
- Never smoke or light matches when near, or handling, flammable liquids
- Oily rags must be stored in covered specialty container with self-closing cover -- spontaneous ignition happens when trash piles or oily rags heat up

Electrical Hazards:

Electrical hazards include:

- Faulty electrical wiring (old, not wired correctly, damaged, etc)
- Loose or damaged wiring
- Cords plugged into other cords (daisy chaining)
- Overheated electric motors

Preventing electrical fires includes (but is not limited to):

- Never overload electrical outlets; overloaded outlets can overheat
- Use appropriate size and type power cords to carry electric load
- Only use extension cords for temporary use (notify supervisor about power needs)
- Plug cords in fully to prevent arcing; check often, especially for mobile equipment.
- Check cords/plugs for damage (exposed wires, worn spots, arcing damage, etc); when damage occurs tag “out of service” and report to supervisor
- Keeping cords beneath carpet/rugs can result in heat build-up
- Report faulty equipment (making unusual noises and/or smelling "hot" or different)
- Keep switch boxes clean, closed, and replace missing covers
- Don't use broken power tools or equipment. Report them to your supervisor - only trained and

authorized persons may repair broken power tools or equipment

- Never perform electrical work required by an electrician *(prevents electrocution)*

Open Flames and Hot Surfaces:

Fires are prevented by prohibiting certain heat sources or by controlling the environment where hot processes are required, such as:

- Burning candles prohibited due to the obvious dangers of an open flame
- Turn off coffee pots and small appliances when not in use
- Keep combustibles *(paper towels)* and flammables *(cleaners)* away from appliances that heat up.
- Turn off items such as soldering irons when your workday is over

Welding and other Hot Work:

- Get hot work permits for heating tools like welding torches or soldering guns
- Clear area of ignitable materials & enclose with fire-retardant curtains if needed
- Cover wood with non-combustible material to prevent fire from sparks or hot metal
- Keep fire watch (with fire extinguisher) after welding is complete, up to 30-minutes

Gas Safety – ignited gas fumes result in explosions

- Be alert for gas leaks (smell/listen). Leaks: exit immediately; leave doors open; and avoid creating sparks or flames that can spark an explosion
- Before gas is restored, the system must be checked by a professional
- **Always** use generators or other fuel-powered machines **outside**. Carbon monoxide (CO) fumes are odorless and can quickly overwhelm when operated indoors. *Carefully follow manufacturer's directions for generators*

Smoking: careless smoking can cause fires; smoke only where it is permitted by **WellSpring School** and properly (safely) extinguish smoking materials.

Sparks: friction produces sparks that can cause fires. To avoid sparks:

- Watch for sparks from metal-to-metal or metal-to-concrete contact
- Use brass or plastic containers/tools when working with flammable materials
- Check belt drives and conveyors for inadequate lubrication, rubbing, high stress, or tautness
- that can produce sparks
- Oil motor bearings frequently to cut down on friction and overheating that can produce sparks

Static Electricity is a constant danger when transferring flammable liquids as surface vapors can ignite when these liquids flow from one container to another:

- Use brass or plastic containers when transferring flammable liquids
- Make sure containers for flammable liquids are grounded and bonded to prevent static electricity from causing a spark

Arson: some fires are started deliberately. If you see someone or something suspicious, or hear someone threaten to start a fire, **report** it to your supervisor

Other Fire Prevention & Safety: All employees are required to follow these guidelines:

- Never allow water in areas where electrical devices are used or near outlets
- Report fire hazards immediately to your supervisor or Safety Coordinator
- Know fire extinguisher locations (instructions to follow)

Fire or Smoke Detection Procedures: Remain calm and think before you react.

- Report to Fire Dept Call 911 to provide location & describe situation - *it's better to call and not be needed, then to lose valuable time if fire cannot be controlled.*
- **Notify co-workers** by pulling the **fire alarm, shouting,** or using **intercom,** whatever is available, so everyone has opportunity to evacuate the area, or to help.
- If able & qualified, use **fire extinguisher** to attempt to douse a **small**, contained fire

Evacuation Procedures

Stay calm

Avoid breathing smoke fumes by keeping low to the ground - crawling or sliding on belly if needed *(smoke & toxic gases rise; cleaner air is low)*

Make your way to the nearest, safest, exit. Remain calm; *pay attention to anyone needing*

assistance; **never** use elevators during an emergency

Before opening a solid door, <u>feel it first to see if it is hot</u> – if it is **hot**, the fire may be on the other side and the door should **<u>not</u>** be opened. *Seek another exit.* Carefully open doors. *The last one leaving room should close door to keep oxygen from fueling fire.*

If clothing catches on fire: STOP, DROP & ROLL

Follow Assemble Procedures. Do not return into building with smoke or fire

If <u>Unable</u> to Escape a Building - don't panic, but quickly begin to:

Get as far away from the fire as possible and block smoke from getting to you

Stay low as possible - covering mouth and nose with a damp cloth if possible

Get attention: call for help; tape a note; or wave something in a window to be seen

<u>Fire Extinguisher Use</u> – Follow the **PASS** method to operate fire extinguishers if able and the fire is small and contained – ***never place your life in danger to stop a fire.***

P Pull the pin or plastic ring

A Aim the extinguisher nozzle at the base of the flames

S Squeeze trigger while holding the extinguisher upright

S Sweep the extinguisher from side to side until completely extinguished

<u>Stop</u> fighting a fire when:

Your life is in danger or exit blocked

The extinguisher proves to be ineffective or runs out of agent before fire is extinguished

The fire has spread out of local control - *beyond its original location*

…LEAVE the danger area immediately!

Additional Fire Safety Tips and Information:

Become familiar with the locations of all Fire Extinguishers and Pull Alarms.

If a building has sustained damage, employees must wait for authorization to re-enter.

Always let someone know if you will not be in the building for any time period.

Fire extinguishers are checked and maintained as needed.

A Fire Drill is held annually for employees to practice the evacuation plan. Everyone in the facility is required to participate in the drill.

If the press wants information, refer them to **Robin O'Connell**. Do not speak on behalf of the school.

Weather-Related Hazards

Tornado and Damaging High Winds

Here are procedures to follow in the case of a tornado or extreme winds, both in the office and driving a vehicle, plus important facts about tornadoes.

Tornado Watch: Conditions are favorable for tornadoes to develop (be prepared to complete shut down procedures to protect computer equipment).

Tornado Warning: Tornado has been sighted; seek shelter immediately. Public Warning System will sound as a **steady siren blast**.

Office: If severe storms threaten, management will monitor info from the *National Weather Service* (NWS). If they advise us to seek shelter, you will be asked to do so.
If time permits complete equipment Shutdown procedures; never jeopardize a safe escape in order to finish shutdown procedures.
If time permits close blinds to exterior office windows and close office doors behind you – to reduce glass injury and damage inside the main office area.
Move to a core location away from all exterior glass (restrooms, inner offices and enclosed stairwells) on the **lowest level** of the building (Classrooms A & B).
Be alert to others who need help getting to a safe location and assist as much as possible.
Protect your head. Crouch low with head down using arms to protect the head, or go under a table or desk, if possible, to protect against debris.
Do not leave until danger has passed and you have received instructions.
Damaged building: **use extreme caution** to exit especially if power is out. Do not re-enter. Be alert to downed power lines or ruptured gas lines in the area.

Vehicle/Outside: The National Weather Service claims that people in vehicles are a "high risk" group to suffer injuries in tornados. If in a vehicle with a tornado in the area, follow these steps:

- **Stop the vehicle and get out immediately**. The vehicle will not protect you. **Never** assume you can outrun a tornado.
- **Seek shelter** if possible. **Avoid** long-span buildings like supermarkets, shopping centers, or school gyms.
- **If no shelter is available, lie flat on the ground** in a nearby ditch or depression. Avoid trees, power lines, telephone poles, and streambeds. ***Note***: authorities currently recommend not seeking shelter under a bridge or overpass
- **Protect** your head. Lie flat on the ground, or crouch with your head tucked, covering the back

of your head and neck with your hands.

- **Stay put** until the tornado or extreme winds have passed. **Use extreme caution** when moving about or driving and be on the alert for downed power lines or ruptured gas lines in the area.
- Power Line Warning: If a power line falls across your vehicle while you're driving, stay inside and keep driving away from the line. If the engine stalls:
- **Do Not** leave your vehicle
- **Warn** people not to touch the vehicle or the line
- **Call** or ask someone to call local electric utility company & emergency services

Thunderstorms - Lightning Safety

Lightning is a *major factor in weather-related fatalities*. Know the dangers and how to avoid strikes.

Avoid Lightning Strikes - Staying Safe in Electrical Storms:

- If outside go indoors and stay away from windows and doors
- Unplug electronic equipment *before* storm arrives
- Avoid contact with electronic equipment & corded phones (except in emergencies)
- Avoid plumbing – any contact including showers, sinks, baths and faucets
- If you must stay outdoors:
- Go to a low point – lighting hits the tallest object
- Avoid trees (often hit by lightening due to their height)
- Spread out by 10 ft or more if you're with other people
- Avoid water – pools, lakes, puddles and anything damp like grass
- Avoid metal – don't hold metal items: tools, fishing rods, golf clubs, bats
- If you feel a tingling sensation or hair stands on end – lightning may be about to strike; crouch down and cover your ears.

During and After a Storm there are fire and various other related hazards to watch for:

- The power of lightning's electrical charge and intense heat can electrocute on contact, splitting trees and causing fires
- Pools of water, appliances, or other electrical equipment can become electrically charged
- Electrical lines/wires on the ground can still be electrically charged (avoid them and any water they may be in contact with)
- Appliances that have been exposed to water can short and become a fire hazard
- Generators are often used during power outages. Generators that are not properly used and maintained can be deadly. *Follow the manufacturer's directions for use*

After a major storm has passed use extreme caution when moving about or driving, and be on the alert for downed power lines or ruptured gas lines in area

Power Line Warning: If an overhead line falls across your vehicle while you're driving, stay inside and keep driving away from the line. If the engine stalls:

Do Not leave your vehicle

Warn people not to touch the vehicle or the line

Call or ask someone to call electric utility company & emergency services

Excessive Heat

High temperatures can lead to fatal illnesses. The following is information to help prevent heat stroke (911 emergency) & heat exhaustion:

Prevention: **WellSpring School** provides extra fluids for those exposed to heat stress, along with fans where possible and necessary. Things you can do include:

- **Drink** enough fluids: Water or Gatorade-type drinks are best – avoid caffeine
- **Wear** appropriate clothing that allows the body to sweat naturally (i.e., cotton)
- **Limit time** in excessive heat - acclimate gradually to the heat
- **Take care of You**: *adequate sleep; eat healthy; & good physical condition help*

Recognize the Signs – Common signs of the two most serious heat conditions are:

- **Heat Stroke** *(most serious)*: Occurs when a body's temperature regulatory system fails, and sweating becomes inadequate. Early detection prevents brain damage & saves lives. **It is an Emergency! Call 911** to get medical help if you see the signs:
- Body temperature goes up - can rise quickly, up to 105° F
- Skin is dry *(sweating has stopped)*, hot, and often red or spotted
- Mentally confused, delirious, unconscious, or possibly seizures
- No longer complain of thirst or being too hot
- **Treatment**:
- Call 911 and provide temporary aid until help arrives if possible:
- Cool them – quickly move out of heat, fan, soak clothes with cool water
- Hydrate them if possible- have them drink water as possible

- **Heat Exhaustion** can happen easily if you are not sufficiently hydrated.
- Signs may include:
- Sweating
- Extreme weakness
- Fatigue,
- Giddiness,
- Nausea,
- Headache
- May also vomit or lose consciousness

- **Treatment:** -
- **Call 911** if not responding to a cool down
- Cool them – move out of heat, fan, spray cool water, etc.
- Hydrate them - have them drink as much water as possible

Freezing Temperature Dangers

Prolonged exposure to freezing or cold temperatures can cause **frostbite** or **hypothermia**. Some important **prevention tips include:**

- Never be alone in extreme cold conditions
- Wear proper clothing for cold, wet, windy conditions - *dress in layers*
- Take frequent short breaks in warm dry areas to allow body to warm
- Drink warm, sweet beverages (sugar water, sports drinks) - avoid caffeine

Recognize the Signs–Common signs of the two most serious cold conditions are:

Hypothermia occurs when normal body temp -98.6°F- drops to or below 95°F

- Uncontrolled shivering: skin turns a cool blue
- Drowsiness; slurred speech; clumsy movement; confused behavior

Treatment: Call 911 & provide *temporary aid* until help arrives if possible:

- **Move** to warm dry area & remove wet clothes; replace with dry clothing or blankets
- **Drink** warm, sweet beverages *(sugar water, sport drinks)* - avoid caffeine
- Have them **move** their arms & legs to create muscle heat. *If not able, place warm bottles or packs in arm pits, groin, neck/head areas.* **Do Not** rub skin and **Do Not** put them in a warm water bath - *this may stop their heart*

Frost Bite is freezing in deep layers of skin (usually hand/feet/ears/nose):

- Pale, waxy-white skin color
- Skin becomes hard and numb

Treatment: Call 911 *& provide temporary aid until help arrives:*

- **Move** them to warm dry area; remove wet items that can hinder blood flow
- **Do not** rub affected area - rubbing causes damage to the skin and tissue!
- Gently place affected area into warm (105°F) water - don't pour directly on skin
- When normal feeling, movement, color return, wrap to keep warm. *Note: If affected area may get cold again, don't warm skin or it will cause severe tissue damage.*

Winter Hazards

When a major winter storm **warning** is issued, implying that heavy snow and/or icy conditions are imminent, the **Emergency Coordinator** will pass along alerts as they become available. Extreme conditions may require that operations cease early; should this become necessary, an announcement will be made to everyone.

Procedures if you are *caught* in a storm (or other hazardous winter conditions)

At the Office - *If unable to leave because the conditions make driving unsafe:*

- Stay inside
- If there is no heat, close drapes and doors necessary to "trap" existing heat.
- Eat and drink if possible. Food provides the body with energy for producing its own heat, and fluids prevent dehydration.
- Wear just enough clothing to stay warm.
- Leave only when severe weather subsides, and roads are clear. Drive carefully.

On the Road - If caught in a winter storm while driving, follow these precautions:

- Stay in your vehicle unless you have full visibility and there is a close refuge. Disorientation occurs quickly in wind-driven snow.
- Run motor about 10/min per hour for heat - But to avoid carbon monoxide poisoning:
- Open the window a little for fresh air
- Make sure the exhaust pipe is not blocked
- Make yourself visible to rescuers – a couple options include:
- Turn on the dome light at night when running engine.
- Tie a bright colored cloth (red) to your antenna or door.
- Raise the hood indicating trouble if possible.
- Vigorously move extremities to keep blood circulating in order to stay warm.

Take Precautions - If traveling in winter months, be prepared with the following actions:
Be aware of current weather conditions both locally & at your destination. Contact State Hwy Patrol for road conditions (see numbers printed below).

Fully check and winterize your vehicle *before* winter. Suggested prevention: Check brakes; all fluid levels; battery and connections; tires; lights; windshield wipers; change the oil to a lighter, winter weight; and schedule a vehicle tune-up.

Carry a winter storm survival kit such as: Portable phone; blanket/sleeping bags; flashlight & extra batteries; first-aid kit; water; high calorie, non-perishable food; extra outerwear; a large empty can and

plastic cover with tissues and paper towels for sanitary purposes; sand, salt or cat litter; shovel; snow scraper; tool kit or knife; tow rope or chain; jumper cables; flares; compass and maps.

Keep your gas tank at least ¼ full to avoid ice in the tank and fuel lines; running out of gas while traveling; or to keep heat available if stuck in snow till help arrives.

Let someone know your timetable along with primary and alternate routes.

Road Condition Information:

National Road Conditions: Website: www.fhwa.dot.gov/trafficinfo/index.htm

Kansas Highway Patrol: 913-782-8100 or www.kanroad.org

Missouri Highway Patrol: 816-524-1407 or www.modot.state.mo.us/roadcond/

800-222-6400 *(phone report)* or Customer Service at 888-275-6636

Flooding

Flash floods are the #1 weather-related killer in the U. S. and of those, nearly 50% are auto related…and they can occur anywhere.

Tips for traveling in potential flood conditions:

- Always drive cautiously in heavy rain. 50% of fatalities are auto related (tune the radio to a local station to listen for road closings and weather advisories).
- Avoid areas subject to sudden flooding – get to higher ground.

Never attempt to drive through water, instead, turn around and go another way. Depth of water can be deceiving; plus, the road may be washed out beneath the water! Only 2 ft. of water will carry away most vehicles - take no chances!

If your vehicle stalls in flood waters, leave it immediately & seek higher ground. Rapidly rising water may engulf the vehicle in seconds, sweeping it away.

Earthquake or Building Collapse

Earthquakes strike without warning and most of us are not prepared. If the building you work in should begin to collapse for any reason (structural damage, old age, etc), many of the same actions apply.

Most injuries in quakes are from objects that break or fall on people, not from collapsing structures. Since there are no ideal shelters in a quake, the focus is to **protect yourself** as much as possible. Here are some tips:

During a Quake: (like tornado safety)

Inside: Stay inside and **take cover under something sturdy** for protection from flying debris. Avoid windows, bookcases, elevators, use of phones, etc.

Outside: Stay outside if you can **get to an open area** (from building windows, trees, power lines, etc); or take cover in a doorway if near an entrance to a building

Vehicle: Pull over, stop, & **stay in your vehicle** (avoid parking under power lines, bridges or other tall structures as possible & stay put if power lines fall on vehicle)

During collapse: If you hear loud cracking or creaking noises that sound like the building is shifting – or it has begun to shift: Exit the building as quickly as possible and as far from the building as necessary should the entire building go down.

If you can't reach an exit in time, try to get under a sturdy fixture (solid table or cabinet).

After a Quake or Collapse:

- Check for injuries and damage. Call 911 for life-threatening conditions (emergency crews may not be readily available, so help each other where possible).
- If the building is unsafe, **assemble** outside, a good distance from the building. Take a **head count** right away.
- If trapped inside the building, try not to panic and decide if it's possible to move out safely or to wait on rescue crews to get you out. Help will come as soon as possible.

Utility Emergencies

Gas Leak or Water Main Break: Either situation could force the operation to close temporarily. If this occurs, officials will provide specific instructions. You are required to follow instructions intended for your safety.

Major Power Outage: Power outages can occur within the building or due to an area "blackout" *(ice storm)*. Plan to follow instructions listed below to reduce damage or injury:

Remain calm - emergency lights automatically go on for a full power outage.

Move carefully around the office to reduce injury potential. ***If outside power lines are down, stay put*** and **wait/call** (if cell phones usable) for help (see: *After a Storm in the Thunderstorm or Tornado sections*).

Follow shutdown procedures: ***power off and unplug the electrical equipment*** in your area to reduce power load once it is restored.

Management will attempt to determine the length of the power outage. If it appears to be several hours, instructions will be provided.

Follow instructions provided by *management*