

## Emergency Preparedness and Response

### Plan, Equip, Train, Exercise --- Know the Warning Signs --- Stay Informed

Emergencies can create a variety of hazards for workers in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that employers and workers have the necessary equipment, know where to go, and know how to keep themselves safe when an emergency occurs.

#### Planning

Develop an **evacuation plan** to guide everyone in the workplace when immediate action is necessary. Planning in advance helps ensure that everyone knows what to do when an emergency occurs. A thorough evacuation plan should include:

- Conditions that will activate the plan
- Chain of command
- Emergency functions and who will perform them
- Specific evacuation procedures, including routes and exits
- Procedures for accounting for personnel, customers and visitors
- Equipment for personnel
- Review the plan with workers

Some businesses are required to have an *Emergency Action Plan* meeting the requirements under 29 CFR 1910.38. Visit <https://www.osha.gov/etools/evacuation-plans-procedures> for more information.

#### Train & Exercise

- Ensure that all workers know what to do in case of an emergency.
- Practice evacuation plans on a regular basis.
- Update plans and procedures based on lessons learned from exercises.
- Ensure that all workers to develop the skills needed to perform their assigned task/operation.
- Ensure that all workers are trained about the general hazards, conditions, and work expected to be performed.
- Maintain records of worker training include training certificates, attendance rosters, and course curricula.



#### Response/Recovery

- Evaluate the work site to identify if safety or health hazards.
- As appropriate, conduct task-specific exposure monitoring during response and recovery activities.
- Mitigate hazards by eliminate or substitution, engineering controls, work practice or administration controls.
- Perform work practices provide for basic safety, sanitation, and good housekeeping.
- Ensure that all workers are trained about the site-specific hazards, conditions, and work expected to be performed.

#### Know the Warning Systems

##### Hurricanes

**Central Pacific Hurricane Season:** June 1-November 30.

**Hurricane/Tropical Storm watches:** A hurricane or tropical storm is possible in the specified area.

**Hurricane/Tropical Storm warnings:** A hurricane or tropical storm is expected to reach the area, typically within 24 hours.

##### Floods

**Flood Watch:** Flooding is possible.

**Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground.

**Flood Warning:** Imminent threat - Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.

If you would like to read more, find it here: [www.osha.gov/emergency-preparedness/](http://www.osha.gov/emergency-preparedness/)

Local Resources - Sign up for Alerts: [portal.ehawaii.gov/page/alerts/](http://portal.ehawaii.gov/page/alerts/)

Hawaii Emergency Management Agency: [dod.hawaii.gov/hiema](http://dod.hawaii.gov/hiema)