



Means of Egress and Emergency Action Plans

Means of Egress

A means of egress is a broad term referring to how people get out of buildings. There are the three distinct components of a means of egress: the way to the exit (aisles and passageways), the exit itself (the door leading out) and the discharge area beyond the exit. When we talk about a means of egress, we are referring to all three of these components. For everyone's safety, all components of a means of egress must be kept clear of obstructions and must be instantly available for use. This means that there can be nothing blocking, obstructing or impeding the use of any part of the means of egress.

Also, exit doors cannot be locked from the inside to prevent people from leaving a building, but they can be locked from the outside to prevent unauthorized entry. Exit from the building must be unrestricted. Turnstiles must be free-wheeling to allow exit from the building as well.

Employee Emergency Action Plan

Our company has a written Emergency Action Plan that is designed to protect everyone during an emergency. The summary listed below concerns the appropriate actions necessary when emergency situations arise at our facility.

Fire Emergency

Any employee who discovers a fire should immediately leave the area and sound the alarm. Dial the emergency number on any telephone, pull a wall-mounted fire alarm or, in the absence of the above, simply yell 'fire' in a loud voice to attract attention. After the alarm has been sounded, notify your supervisor immediately so proper action can be taken.

Employees can use fire extinguishers if they have been trained and are authorized by the company. Only authorized users should operate a fire extinguisher because even a seemingly small fire can be dangerous. Plus, a person trying to fight a fire can get hurt or cause it to spread if he or she is not properly trained. Fire extinguishers are provided throughout the facility and should remain unobstructed at all times.

Minor Medical Emergency

All injuries and illnesses must be reported to your supervisor immediately. Small, insignificant injuries that are left untreated can result in more serious or debilitating conditions in the long run. In addition, prompt medical treatment helps the healing process begin quickly, so make sure all injuries or illnesses are reported. When first aid is needed, employees should see their supervisor for assistance.

Serious Medical Emergency

Potentially life-threatening injuries or illnesses will be handled by the emergency medical services (EMS) system in the community which is activated by calling 911. Chest pains, difficulty breathing, unconsciousness, allergic reactions, or severe bleeding are some examples of potentially life-threatening injuries or illnesses. Any employee who becomes aware of someone experiencing a potentially life-threatening injury or illness must immediately call 911 for help.



Blood or Body Fluid Spills

If there is any type of blood or body fluid spill, do not come in contact with the fluid or make any attempts to clean up those spills unless you are trained to do so. Blood or body fluids may contain pathogenic microorganisms that can cause serious disease. The company has people who are specifically trained and have the knowledge and skill to use spill control kits to take care of a situation. If you are exposed to blood or other body fluids, immediately wash the affected area with soap and water. If your eyes, nose or mouth are exposed, flush the affected area with large quantities of water. Then, report the incident to your work group advisor and to medical personnel.

Weather Emergency

The biggest threat to your safety is the potential for a severe thunderstorm or tornado to strike the facility. When a tornado warning is issued for the county, employees will go the designated tornado shelter areas. Each work area has a designated tornado shelter area and your supervisor will tell you where that is.

Evacuations

When an emergency requires us to evacuate the company, the employee alarm system will sound. Employees will take immediate action to leave the building and will quickly move to the designated meeting location outside the building. Again, each work area has its own meeting location and your supervisor will tell you where it is. Once outside, it is very important to check with your supervisor so he or she knows that everyone is out of the building and safe.

Utility Loss

If we lose power in portions or all of the building, remain calm and remain in your work area until you can be safely directed to an alternate location. Your supervisor will outline the specific steps you should take during utility losses.

Emergency Showers and Eye Wash Stations

Throughout the facility, there are eye wash stations and safety showers available to employees. These are for use in the event of exposure to corrosive materials. If you work in an area where exposure to corrosive materials is possible, you should be aware of where the eye wash or shower is located and how each piece of equipment operates. Prevention is the best guard against exposure. It is important to wear the proper personal protective equipment and to follow safe work procedures anytime you are working with a corrosive material.