



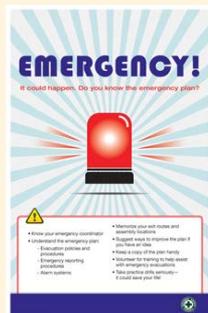
About the National Safety Council

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads through leadership, research, education and advocacy. Visit us at nsc.org for up-to-date industry news, information and tools to take your safety program to the next level.



Featured Safety Poster

This poster offers steps on preparing for emergency situations before they occur.



[Poster: Emergency](#)

Featured Safety Checklist

Every home and vehicle should be equipped with a supply kit.



This [Safety Checklist](#) will help your employees know the essentials to stock.

Featured Webinar



Visit our [Online Learning Library](#) to view our extensive webinar selection. This month's suggested topic: [Emergency Action Plans](#)

Member Benefit Guide



New Edition: [Member Benefits Guide](#)

NSC Safety Awards



Recognize exemplary safety behavior at your organization. Submit applications for the [2016 Safe Driver of the Year](#) (deadline 4/30/16) and the [Occupational Excellence Achievement Awards](#) today! Learn more [here](#).

Connect With Us!

Get the latest safety news, tips and sharable information.



May 2016

Welcome to *Safety Spotlight*, an e-newsletter brought to you by the Department of the Interior Office of Occupational Safety and Health in partnership with the National Safety Council. We hope you will find this monthly newsletter of value. Please send feedback or ideas on topics you would like to see to membershipinfo@nsc.org. Please put "Department of the Interior feedback" in the subject line.

5-Minute Safety Talk

Evacuation Plans

Depending on the emergency, evacuating everyone in your facility may be the priority.



This [5-Minute Safety Talk](#) explains how to develop an evacuation policy and procedure, designate evacuation routes, account for personnel and conduct training.

Is Your Workplace Prepared for Disaster?



Workplace emergencies can take many forms - from a medical incident like a heart attack or stroke to a catastrophic event, like a fire, explosion, [weather emergency](#) or [terrorist act](#). Prolonged power outages, workplace violence, environmental contamination and sabotage also can wreak havoc on a business if preparations are not in place.

An effective emergency action plan should cover all of these scenarios and more to protect the life and health of employees - as well as the health of the organization.

Develop an Emergency Action Plan

Most businesses are [required by OSHA](#) to have an emergency action plan, but all businesses, whether required or not, can benefit from an [EAP](#). The plan should be tailored to the type of business. Buildings that house hazardous materials, for example, will have a more complex EAP than an office or retail business.



An EAP should be written and accessible to employees and be updated frequently. It should include:

- Procedures for notifying employees of an emergency
- [Procedures for reporting](#) an emergency to authorities; calling 9-1-1 is important, but remember emergency personnel can take up to 10 minutes to arrive
- An [evacuation plan](#) with exit routes and procedures for employees who remain to operate critical equipment
- Procedures to account for employees after evacuation
- Contact information for employees who want more information or an explanation of their duties under the EAP

Practice and Training Can Save Lives



Often people under stress have difficulty reacting appropriately in an emergency. Hands-on drills should be a regular part of any EAP. Ask local police and fire departments if they would conduct their training at your facility at the same time your employees are practicing the EAP. This provides the most realistic experience possible, and [emergency responders](#) will gain a detailed knowledge of the layout of your facility.

According to OSHA regulations, at least one employee per shift must also be trained in first aid if a clinic or hospital is farther than 3 or 4 minutes from the business.

You Survived, but will the Business?

Nothing is more important than the safety and security of your company's most important asset - its employees. But after the crisis is over, if the business has been severely damaged or destroyed, employees may be out of a job for a while. Do you have a contingency plan?



As part of an EAP, employers should include a plan that will allow the organization to get back to work as quickly as possible by transferring operations to another location temporarily. That might even mean striking a deal with a competitor to use its facility.

Other Resources

- NSC [Emergency Preparedness Guide](#)
- Centers for Disease Control and Prevention: [Emergency Preparedness and Response](#)
- OSHA: [Emergency Preparedness and Response](#)
- National Fire Protection Association: [Emergency Preparedness](#)

Bring Safety Home



Being prepared for a disaster is important no matter where you are. The following precautions for keeping your family safe apply to many disaster situations:

- Develop and practice a [home evacuation plan](#)
- Designate a meeting place and a plan to communicate even if phones are disabled
- Memorize the phone numbers of family members
- Have an [emergency kit in your car](#) and at least [three days of food and water at home](#); don't forget to keep supplies for your pets
- Store all important documents - deeds, titles, birth certificates, insurance policies, etc. - in a fire-proof safe or safety deposit box, or scan them to a CD or flash drive
- Store any precious family photos in the same way
- Assign one family member the responsibility of learning [first aid and CPR](#)
- Know how to shut off utilities
- Practice the plan regularly