

18—Planning for Emergencies

IN CASE OF FIRE OR OTHER EMERGENCY

- ✓ **KEEP YOUR HEAD**—avoid panic and confusion
- ✓ **KNOW THE LOCATION OF EXITS**—be sure you know the safest way out of the building no matter where you are
- ✓ **KNOW THE LOCATION OF NEARBY FIRE EXTINGUISHERS**—learn the proper way to use all types of extinguishers
- ✓ **KNOW HOW TO REPORT A FIRE OR OTHER EMERGENCY**—send in the alarm without delay, notify the **CHIEF OF EXIT DRILLS**.
- ✓ **FOLLOW EXIT INSTRUCTIONS**—stay at your work place until signaled or instructed to leave, complete all emergency duties assigned to you and be ready to march out rapidly according to plan
- ✓ **WALK TO YOUR ASSIGNED EXIT**—maintain order and quiet, take each drill seriously—It may be "the real thing"

**REMEMBER—IT IS PART OF YOUR
JOB TO PREVENT FIRES**

FIG 18-2 —Sample emergency exit notice for general posting

they could be used in light salvage operations

Because wholehearted cooperation of personnel is necessary to the successful operation of an emergency plan, shop stewards or other representatives of labor should take part in the planning. They must be made to see that whatever measures are taken are for the protection of the lives and jobs of the workers as well as for protecting property.

Training of key people will be of little value unless it reaches down to all employees. The better informed and prepared the work force, the less chance of panic and confusion during the emergency.

Provisions should be made for emergency reporting centers so that employees will know where to report should the disaster occur while the employees are away from the plant. Reporting centers give employees a feeling of security and continuity, and aid the company in taking a "roll call." To facilitate these arrangements, each employee should carry an identification card which gives spe-

cific instructions on where to report, list of other reporting centers, basic employment record, and designation of the employee's next of kin in case they must be contacted or receive money due him. The reporting center will keep a duplicate record for each employee assigned to report there.

A one-plant company or a small company can consider using the home of a member of management, a supervisor, or an employee.

Training

One of the most important functions of the director and his staff, on both the corporate and plant levels, is training. Training for each type of disaster is essential in developing a disaster-control plan and keeping it functioning. Employees must be taught to realize that an emergency plan is vital and real—it cannot exist usefully if it remains a remote idea. Training and rehearsals are time consuming, but they keep the program in good working order.