



EMERGENCY PREPAREDNESS

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District: North Perry Avenue Water District

The following safety related program is for informational purposes only. The SORT committee hopes that each participating district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as guidelines. There is no guarantee that following a given program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify it to fit the district's particular needs and circumstances.

EMERGENCY PREPAREDNESS PROGRAM

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PURPOSE / SCOPE

The purpose of the Emergency Preparedness Program is to inform employees of the different types of emergencies than can be encountered in the workplace and how to safely prepare for those hazards.

This is intended to be a universal document that describes precautions and procedures that should be followed in all cases. Management and staff will develop standard operating procedures for specific situations, and will take into account all safety issues and will define the most effective methods of accomplishing the work objectives safely and efficiently.

Policy Statement

It is the policy of the District to have an established Emergency Response Plan (ERP) in place. The purpose of the ERP is to give all employees a concise manual which provides necessary information and procedures to assist in the handling of emergency situations.

EXEMPTIONS / EXCLUSIONS

Unforeseen emergencies which may not be addressed in the ERP will be handled in priority of the emergency, using procedures which most closely reflect the type of emergency.

HAZARD ANALYSIS

Emergencies may include, but are not limited to:

- Fire
- Medical
- Utility system failure
- Equipment failure
- Severe weather conditions
- Structural collapse
- Hazardous material release (See WAC 296-824 for specialized ERP requirement)
- Security/violence
- Explosion
- Earth movement
- Vehicular Accident
- Power outage

Resulting hazards from the previous emergencies may include:

- Damage to, or destruction of property
- Loss of water and/or sewer service to customers
- Sickness, injury or loss of life

RESPONSIBILITIES

District

The District is responsible for creating an ERP for all employees and to provide training to keep them prepared in the event of an emergency. The ERP should include but not limited to the elements of the National Incident Management System (NIMS).

<http://www.fema.gov/emergency/nims/AboutNIMS.shtm>

Designated Safety Person

The Safety Program Coordinator is responsible for reviewing the ERP periodically and making changes if necessary. They must also organize required and recommended training for personnel of the district.

Managers

Management is responsible for overseeing the maintenance of the ERP safety plan.

Employees

All employees are to be familiarized with the procedures outlined in the ERP and expected to employ them in the event of an emergency.

GUIDELINES/RULES

A Vulnerability Assessment (VA) shall be performed to determine physical or administrative areas of deficiency that may become a problem in the event of an emergency situation. The results of the VA should be addressed in the ERP, and emergency response procedures should be customized to deal with any deficiencies found in the VA.

EMERGENCY PROCEDURES

Emergency procedures are defined in the ERP.

FORMS USED

N/A

TRAINING

Required Materials

- Emergency Response Plan

Employee Training

- Emergency procedure training as outlined in ERP

Supervisor Training

- Emergency procedure training as outlined in ERP

REFERENCES/RESOURCES

Federal Emergency Management Agency Website: <http://www.fema.gov>

REVISION RECORD

Revision No.	Revision Date	Approval Date	Change
2.0.0	02/28/17		Revisited

APPROVALS

Safety Committee Chairperson	Date	General Manager	Date
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DEFINITIONS

NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. More information about NIMS training can be found at the Federal Emergency Management Agency website: <http://www.fema.gov/emergency/nims/AboutNIMS.shtm>

ANNEX

N/A

APPENDIX

N/A