

# PLANNING FOR EMERGENCIES

## Strategies for Small Business Training Program

# OVERVIEW

**Welcome . . .**

. . . to a training course developed by the National Safety Council.

*The mission of the National Safety Council is to educate and influence people to prevent accidental injury and death.*

**Making Our World Safer**



For more than 90 years, the National Safety Council (NSC) has been accomplishing this mission through a global approach to safety and health issues, and a vast array of services and products. Through dozens of different programs and workshops, the NSC's Occupational Safety and Health educates executives, industry managers, supervisors, and safety and health professionals to improve the safety, quality, and production efforts of organizations on a worldwide basis.

We are pleased to be the recipient of a Susan B. Harwood grant from the Occupational Safety and Health Administration (OSHA). Through this grant, we are able to present this Planning for Emergencies training program to you.

## About the National Safety Council

### History and Scope

Since our founding in 1913, the National Safety Council has served as the leading source of safety and health information, working for generations to protect lives and promote health with innovative programs and services. We began our efforts in the workplace – in factories, warehouses, and construction sites – making businesses aware of ways to prevent deaths and injuries on the job.

Our efforts have expanded to include safety in transportation, home, and community, home, and community to promote safety and health 24 hours a day. And, through the International Safety Council, our mission now spans the globe.

### How the National Safety Council Is Organized

Acknowledging our first 40 years of operation as an Illinois not-for-profit corporation, an Act of Congress on August 13, 1953 created the National Safety Council as a corporation under federal law. Public Law 269 of the 83rd Congress formally established NSC as a federally chartered organization. The Charter mandates that the National Safety Council be non-political and shall not contribute to or otherwise support or assist any political party or candidate for office.

With over 50,000 corporate members, NSC is governed by a Board of Directors. With the exception of two NSC senior officers who are salaried, all the directors are unpaid volunteers. The Board, its officers and committees, aided by more than 2,000 volunteers, determine policies, operating procedures, and programs to be developed and carried out by NSC's 300-plus professional staff. Board members represent industry, labor, government, associations, and individuals. NSC member firms employ more than 30 million people.

NSC's network of chapters conducts safety, health and environmental efforts at the community level, providing training, conferences, workshops, consultation, newsletters, updates and safety support materials, as well as valuable networking avenues. Located in many cities across the U.S. and in the United Kingdom, our network extends NSC's visibility and provides a local voice for advocating issues that can educate, inform, protect, and save lives.

Our global subsidiary, the International Safety Council, is NSC's outreach beyond U.S. borders. Founded in 1992 as a separate non-profit affiliate corporation of the National Safety Council USA, the International Safety Council conveys expertise and our mission to industries, associations, and governments worldwide.

## About the National Safety Council (continued)

### How the National Safety Council Is Funded

NSC derives funding from four main sources:

1. Membership dues paid by over 50,000 corporate members.
2. Revenues gained from the sale of materials and programs to members and others.
3. Fees for on-site safety and health evaluations for training and consulting projects.
4. Donations and grants.

### How the National Safety Council Operates

NSC is not an agency of the government and general subsidies are not accepted. NSC does not have the authority to legislate or regulate. But, we do have the ability to influence public opinions, attitudes, and behavior. We serve as an impartial information broker by bringing together safety and health professionals with government, associations, and media representatives to form national coalitions on key safety and health issues.

In its mission of protecting life and promoting health, NSC works with hundreds of allied organizations in industry, labor, government, education, and the community at-large, as well as with Chapters. Because it is a public service organization, NSC can be impartial in its dealings with all groups and individuals.

NSC works to achieve consensus on safety and health topics through its volunteer members and coalitions of organizations. It disseminates credible information through a communications network of publications, training programs, audiovisual materials, news releases, and broadcast public service messages.

Each autumn, NSC sponsors the Congress & Exposition, an international convention and tradeshow, attended by approximately 20,000 safety and health professionals. The Congress features educational sessions covering the latest developments in safety and health. It is the largest safety and health products and services event in North America.

## About the National Safety Council (continued)

### Joining the National Safety Council in a Mission to Save Lives

Membership offers practical solutions to safety challenges. Valuable information, resources and programs can help employees build and support effective safety initiatives on the job, on the road, and in homes and communities.

By joining the National Safety Council, everyone at a company can take advantage of these core membership benefits and privileges:

- Free use of NSC Library Services.
- Admission to Members-Only website.
- Access to Division volunteer activity and networking groups .
- Significant discounts on NSC products and training.
- Registration discount at the Annual Congress & Expo.
- A primary contact also receives additional benefits based on the number of employees covered under a membership.

### How to Reach the National Safety Council

The National Safety Council and network of local Chapters offers many ways for you and your organization to help protect life and promote health. Membership, volunteer participation, as well as using NSC resources, programs, and materials will help to make your workplace, school, home, and community safer and healthier.

- NSC's network of Chapters conducts safety, health, environmental, and ergonomic efforts at the community level, providing training, conferences, workshops, consultation, newsletters, updates and safety support materials, as well as valuable networking avenues. Located in many cities across the U.S., our network extends NSC's visibility and provides a local voice for advocating issues that can educate, inform, protect, and save lives.

For a state-by-state listing, please call 1-800-621-7619 or visit our Website at <http://www.nsc.org>.

- NSC's Website offers safety and health news, regulatory information, first aid and CPR courses, defensive driving courses, and a training calendar for up-to-date information on safety, health, and environmental issues.
- By attending this course, you help NSC fulfill its occupational mission. Thank you for joining us in this very important effort!

## About this Program

The **Planning for Emergencies** training program is designed to increase your knowledge and improve your skills in planning for emergencies. Program material is geared toward the small business owner, employer, manager, employee, and/or their representatives who have responsibility for managing emergencies, but who may have limited safety and/or training experience.

### Instructional Goals of the Program

As a result of completing the **Planning for Emergencies** training program, you will be able to implement an effective emergency action planning process and create a plan for your business.

- Based on best practices and OSHA requirements for emergency action planning, you will focus on a 4-step process and related elements for handling emergencies in the workplace.
- You will address types of emergencies, planning guidelines, and planning priorities such as communications, direction and control, training, medical services, and community outreach.

A 4-step process for effective emergency planning serves as the model and program framework for achieving this goal and establishes the overarching learning path.

- Step 1: Get Started – Establish a Planning Team
- Step 2: Analyze Capabilities, Risks, and Vulnerabilities
- Step 3: Develop the Plan
- Step 4: Implement the Plan

This goal is reinforced through use of a case study as a primary instructional method integrated/woven through each module and step. A case study offers a method of learning about a business situation through narrative (description) and contextual analysis.

