

# Emergency Planning and Response

Safety in Five provides a short guide for a 5-step, 5-minute conversation (e.g., toolbox talks, safety huddles, daily dispatch briefings) that employers can have with workers on workplace safety issues. To make these talks effective, customize the information in the steps below with site-specific instructions.

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## 1. Explain Why It Matters

Emergencies and disasters can affect anyone—employees, customers, or the community—and they can strike anywhere, anytime. They can cause injuries and illness, often catching us by surprise. Although we hear about emergencies happening to others, it's important to be prepared because they can happen to us too. Planning ahead helps us respond effectively.

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## 2. Tells Workers What They Need to Know

### Workplace Emergencies

- Interrupt work
- Cause physical or environmental harm
- Can be natural or man-made

### Types of Emergencies

- Hurricanes
- Tornadoes
- Earthquakes
- Floods
- Chemical spills
- Explosions
- Power outages
- Civil disturbances

**Emergency Action Plan:** An emergency action plan keeps us organized during an emergency. Planning for various situations ensures we know what to do.

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### 3. What can we do?

- Stay informed: Use radios, TV, and the internet for weather forecasts, warning alerts, and emergency updates.
- Follow plans: Follow the emergency action plan for safety measures.
- Assign responsibilities: Make sure everyone knows their duties during an emergency.
- Build a Work Emergency Kit: Your kit should have food, water, flashlights, a weather radio, and first aid supplies for at least a day.
- Practice drills: Regularly test drills and improve our plans and response.
- Know where to go: Know evacuation routes and shelter-in-place locations.
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### 4. Let's Talk About It – Quick Conversations Lock in Knowledge

- What emergencies could happen here?
- What's in our emergency action plan?
- How can we prepare for emergencies?
- What do we do and where do we go in case of an emergency?
- Who do we contact during an emergency?
- Are there any risks specific to your work areas that were not covered here?
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**Tip:** Encourage workers to speak up when they see a dangerous situation. Their voices help keep the workplace safe.

**Learn more** about a [worker's right to refuse unsafe work](#).

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### 5. How to Report a Concern

Remind workers who to contact at the job site or your company if there's a safety problem that needs fixing.

**Job Site Safety Contact Name:**

**Phone:**

**Email:**

**OSHA:** Phone: 800-321-6742 **Website:** [www.osha.gov/contactus](http://www.osha.gov/contactus)

For more information on OSHA's Emergency Preparedness and Response resources visit: [Emergency Preparedness and Response | Occupational Safety and Health Administration](#)

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### Notes