



Emergency Action (Emergency Preparedness)

OVERVIEW

As Ben Franklin said, "By failing to prepare you are preparing to fail". Today being prepared for an emergency is less about weather related problems and more about human inspired problems. Fire, floods, violence and technology presents other problems that seem to happen more frequently. Who needs to prepare, what do you need to prepare for and how do you decide what problems are likely to happen.

APPLICABILITY

A cyber crimes can be truly devastating. Bomb threats can cost time and money. Business continuity thinking cannot be overlooked. So many things to think of, how do you decide what to prepare for and how involved to get?

Schools are required by law to prepare for emergencies of all types. They have thick documents that cover all sorts of problems that are unlikely to occur. Businesses are under no guidelines to prepare for anything in particular. OSHA's can only admonish your business for breaking laws - not for lack of preparedness.

The weather is unpredictable, people make mistakes and do bad things. Fires can happen quickly and can put you out of business. 100 year foods are happening more frequently. Family problems can spill into the workplace. Employees can inadvertently cause major business harm/spills by over reacting or turning the wrong knob.

HOW DO YOU KNOW WHAT TO PROTECT YOUR BUSINESS FROM?

It used to be fire that was the major problem. Now it can be a bomb threat, an ammonia leak, a violent intruder, a hazardous spill and even something that you never considered could happen.

The truth is you cannot have a plan for every possible tragedy. It is best to plan several strategies that bridge across different situations. Designing evacuation plans that call for a specific someone to sweep a floor for stragglers is doomed to fail when that someone is not there. You are better off to keep it simple. An example would be to tell everyone that before you evacuate your area look around for something that is out-of-place. If the information is not needed there is no harm done. "See Something - Say Something".

The rule used to be that if something happened you needed to use codes that would describe the problem. Now they tell you to just state what is wrong and where it is happening. Police will tell you to forget the codes and just state, "There is a man with a gun in the front office". The man with the gun knows he is there and informing all employees will only help your employees decide how to react - as long as they have received training.

WHAT TRAINING IS NEEDED?

Employees must be trained on how to respond to different types of scenarios. An evacuation is an evacuation. Knowing how to get in touch with the front office, understanding that the fire department needs to know if everyone is out of the building and having plans that fit your facility are most important.

Employees need to understand the general outlines of a plan and how to apply it to protect themselves and other employees. Make it simple.

WE DO NOT GET SMARTER IN AN EMERGENCY:

Understanding that fire fighters need to know if anyone is still inside. If you noticed a suspicious package in your

area - telling the authorities what you saw is important. Understanding your duties in the event of an emergency will make the emergency less of a problem.

THE KEY POINTS OF EMERGENCY'S:

- **Fire** - you have 5-7 minutes to get to safety; everyone MUST Report in.
- **Inside vs. outside spills** - you may evacuate for an inside spill and shelter in-place for an outside spill. You do not want the outside spill's fumes to get inside - so shut the HVAC system down and block windows from infiltration.
- **Employee injuries** - ambulances do not know your facility - meet them and guide them to the problem.
- **Bomb threats** - no one making a bomb threat is thinking rationally. Ask these questions - they may answer:
 - What is your name?
 - Where is the bomb?
 - Where are you?
- **Radio or TV stations** - listing the stations will make it easy to obtain correct information.
- **Contact numbers** - employees will know who to contact and how.

MAKE THIS PLAN YOUR OWN:

Your plan has to make sense for your facility, employees and your community. Make the plan available to employees, your Fire and Police Departments.

LINKS

- [Your local police force](#)
- [OSHA - Emergency Preparedness](#)
- [Brewers Association - Safety](#)

FOR MORE INFORMATION ON
BREWERY SAFETY PROGRAMS,
PLEASE VISIT THE MBAA SAFETY
WEBSITE AT:
www.mbaa.com/brewresources