

The background of the slide is a dark, blue-tinted photograph of an industrial facility, possibly a steel mill. In the center, there is a bright, glowing yellow and orange fire or molten material, with smoke rising from it. The foreground and midground show various industrial structures, pipes, and walkways, all dimly lit.

Emergency Preparedness

A Supervisors Guide to Emergency Management

Presented By BHHC Loss Control

August 12, 2025

40%

Of Small Business do not reopen
after a disaster. 25% of those that do
fail in the first year

1.39 Million

Number of fires in the US in 2023

3,670 & 13,350

Number of Fatalities & Injuries from
US Fires in 2023

\$23.2 Billion

Property Damage from Fires in US in
2023 (\$5.5 Billion for Maui Wildfire
alone)

Why Plan for Emergencies?

- Protect employees and customers' safety
- Minimize operational downtime and losses
- Ensure faster disaster recovery process
- Preserve brand trust and reputation
- Comply with legal safety regulations
- Safeguard critical data and assets

What is Crisis Management?

- A crisis is any critical incident that threatens or causes injury to people or a disruption of normal business operations; and/or threat to the financial welfare and image of the organization.
- Crisis management is the act or process of managing a crisis to prevent the occurrence of a catastrophic loss, if possible, and reduce the impact of catastrophic losses to the organization, including its reputation and brand.
- The goal of crisis management is to effectively and economically minimize the operational and financial impact of the crisis.



August 12th, 2025

1. Define a Crisis?
 - A. Evaluate the Impact of a Crisis Event
 - B. Discuss Sources of Crisis Events
 - C. Review Phases of a Crisis
2. Identify Regulatory Requirements
3. Define Fire Prevention and Evacuation Requirements
4. List Supervisor Responsibilities within Crisis Plans
5. Review Implementation Tips and Suggestions

Defining a Crisis

Characteristics of a Crisis

1. Has potential to significantly damage assets or reputation
2. Affects one or more class of assets
3. Interrupts operations
4. May damage consumer, shareholder, & employee confidence, but if handled correctly, may strengthen relationships
5. May involve multiple audiences & stakeholders
6. May be unique & entirely unpredictable or may be largely anticipated – Fire vs. Hurricane

Potential Impact of a Crisis

Disruption

in operations, supply lines, plant shutdown, damaged infrastructure, financial loss

Serious Bodily Injury

to customers, employees or other persons with potential for mass casualties in some scenarios

Reputational

Undesired media attention, community disruption, inability to fulfill commitments, publicity affecting public opinion



Large Earthquake

- Operations halt, causing revenue loss and customer dissatisfaction immediately.
- Supply chains break, delaying production and delivery of goods.
- Infrastructure damage leads to costly repairs and business interruptions.
- Employee safety risks increase, affecting morale and workforce availability.
- Data loss disrupts services and compromises sensitive business information.
- Reputation suffers, reducing customer trust and investor confidence significantly.

Man-Made vs. Natural Disasters

- Man-Made Disasters

- ✓ Accidental, organized or deliberate
- ✓ Difficult to avoid
- ✓ Very expensive to mitigate

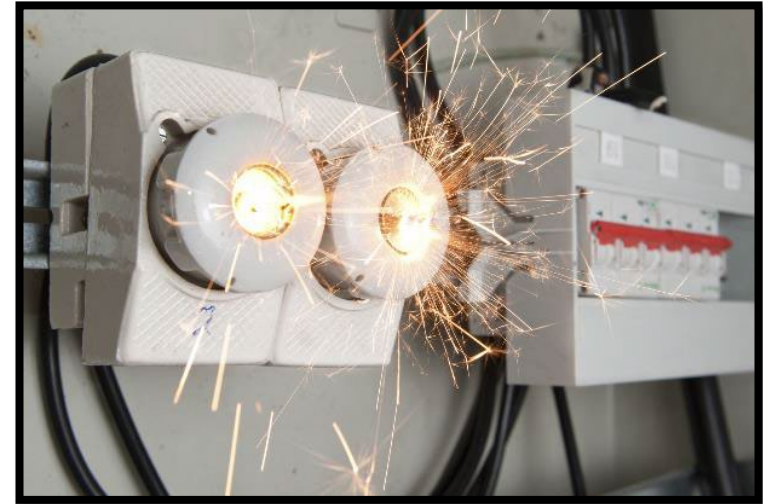
- Natural Disasters

- ✓ NATURAL - challenging to control
- ✓ Can be widespread & far-reaching

Sources of a Crisis

Industrial, Technological, or Mechanical Disasters

- ✓ Sudden failures in systems or equipment causing harm, damage, or disruption.
- ✓ Ranging from an exploding power plant to a failed system
- ✓ Infrastructure breakdowns
- ✓ Transportation breakdowns



Mitigation Strategy

- Separate Assets
- Segregate Assets
- Duplicate Assets

Sources of a Crisis

Natural Disaster – Weather, Earthquake, Wildfire

- ✓ A catastrophic natural event causing widespread damage, disruption, and risk to life and property
- ✓ Examples range from Floods & Storms to Wildfires & Earthquakes
- ✓ Infrastructure breakdowns
- ✓ Transportation breakdowns



Los Angeles Fires 2025

Mitigation Strategy

- Separate Assets
- Segregate Assets
- Duplicate Assets
- Engineering Controls

Sources of a Crisis

Man-Made Disasters – Fire & Explosion, Medical, Etc.

- ✓ A human-caused event disrupting operations, damaging assets, or endangering employees and infrastructure
- ✓ Examples range from Fires & Workplace Accidents to Chemical Release & Cyberattacks
- ✓ Can be a very isolated event or system wide
- ✓ Typically supply lines and vendors are operational

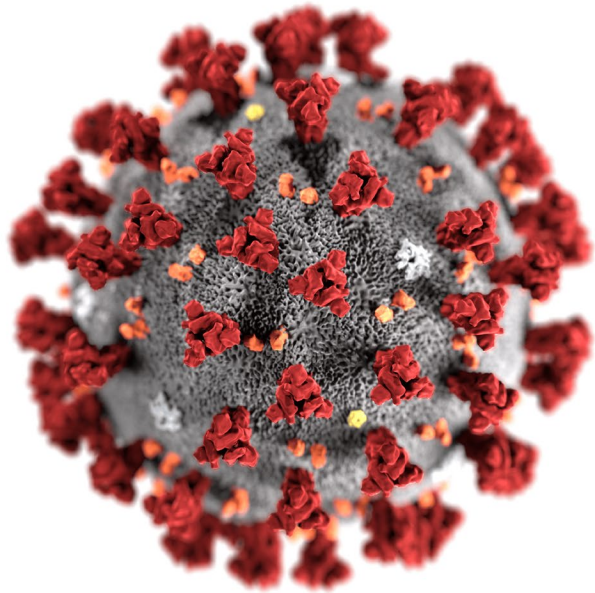


Los Angeles Fires 2025

Mitigation Strategy

- Separate – Segregate - Duplicate
- Administrative Controls
- PPE and Personnel Controls
- Engineering Controls

Sources of a Crisis



Biologic or Pandemic Disasters

- ✓ A widespread disease outbreak disrupting workforce, operations, supply chains, and financial stability across industries
- ✓ May be natural in origin or intentional
- ✓ Global in scope
- ✓ High uncertainty
- ✓ Difficult to control new exposures

Types of Disasters

MAN-MADE DISASTERS

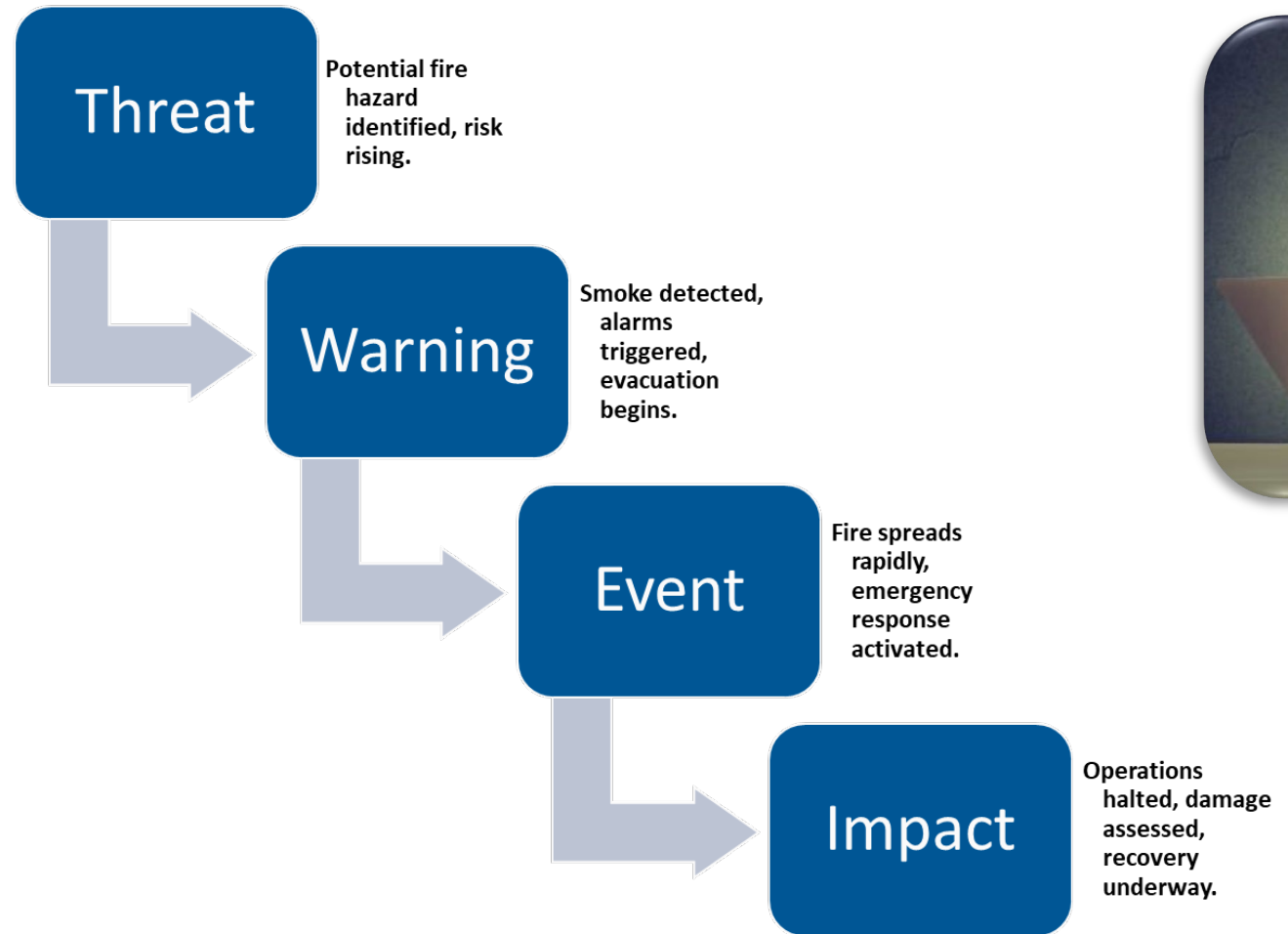
- ✓ Industrial explosions or chemical plant accidents
- ✓ Oil spills and hazardous material leaks
- ✓ Structural collapses (e.g., buildings, bridges)
- ✓ Transportation accidents (e.g., train derailments, truck crashes)
- ✓ Cyberattacks disrupting operations or data systems
- ✓ Workplace violence or active shooter incidents

NATURAL OR ENVIRONMENTAL DISASTERS

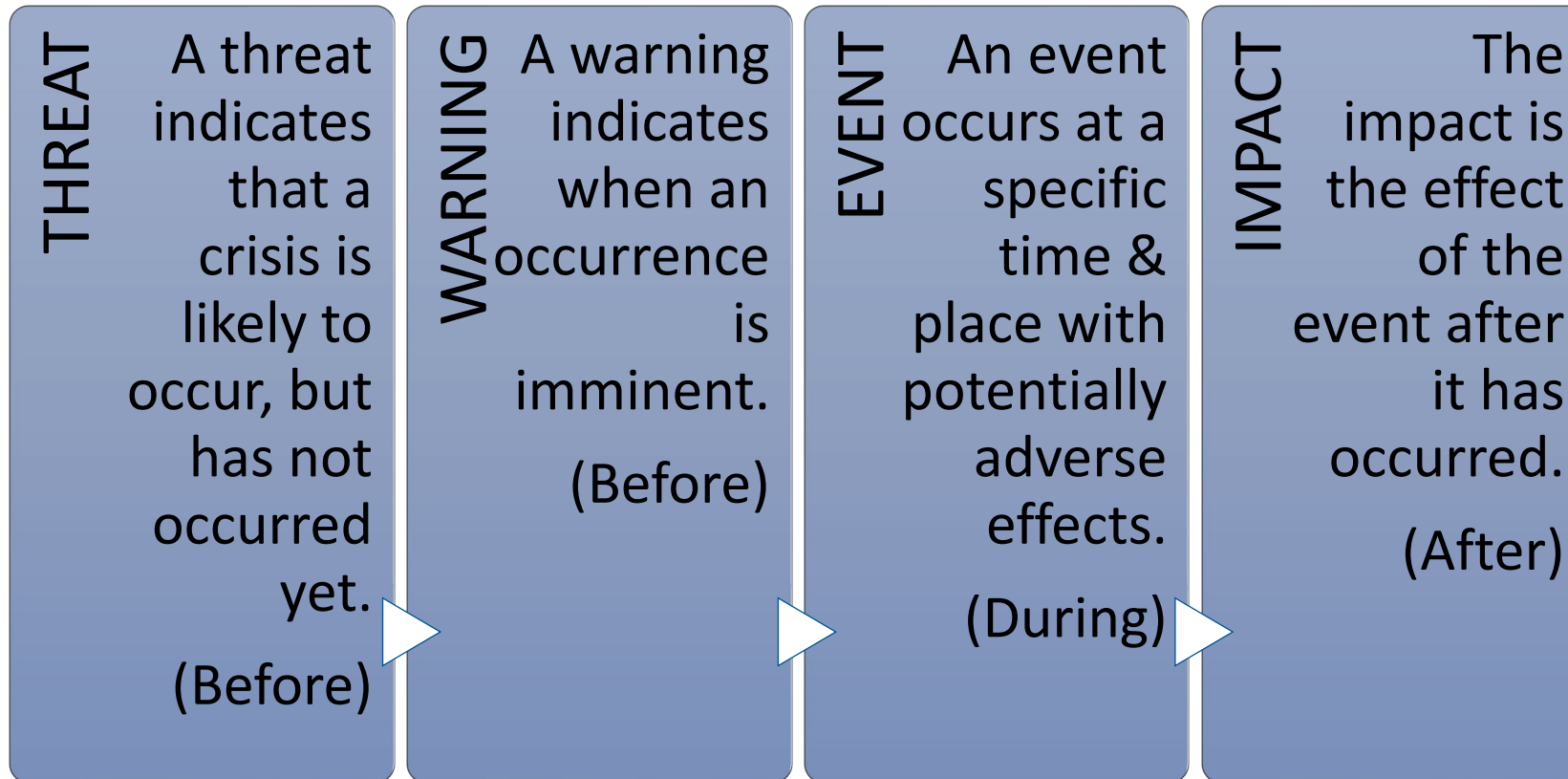
- ✓ Earthquakes causing structural damage and injuries
- ✓ Hurricanes leading to flooding and power outages
- ✓ Wildfires threatening facilities and air quality
- ✓ Floods damaging infrastructure and halting operations
- ✓ Extreme heat causing heatstroke and equipment failure
- ✓ Tornadoes destroying buildings and disrupting logistics

4 Major Phases of a Crisis

- ✓ Effective crisis management goals before, during, & after a crisis must be aligned with the actions to be performed during the four major phases of a crisis
- ✓ Recognition of these phases helps the risk manager schedule specific pre-crisis activities, crisis response, & post-crisis activities.

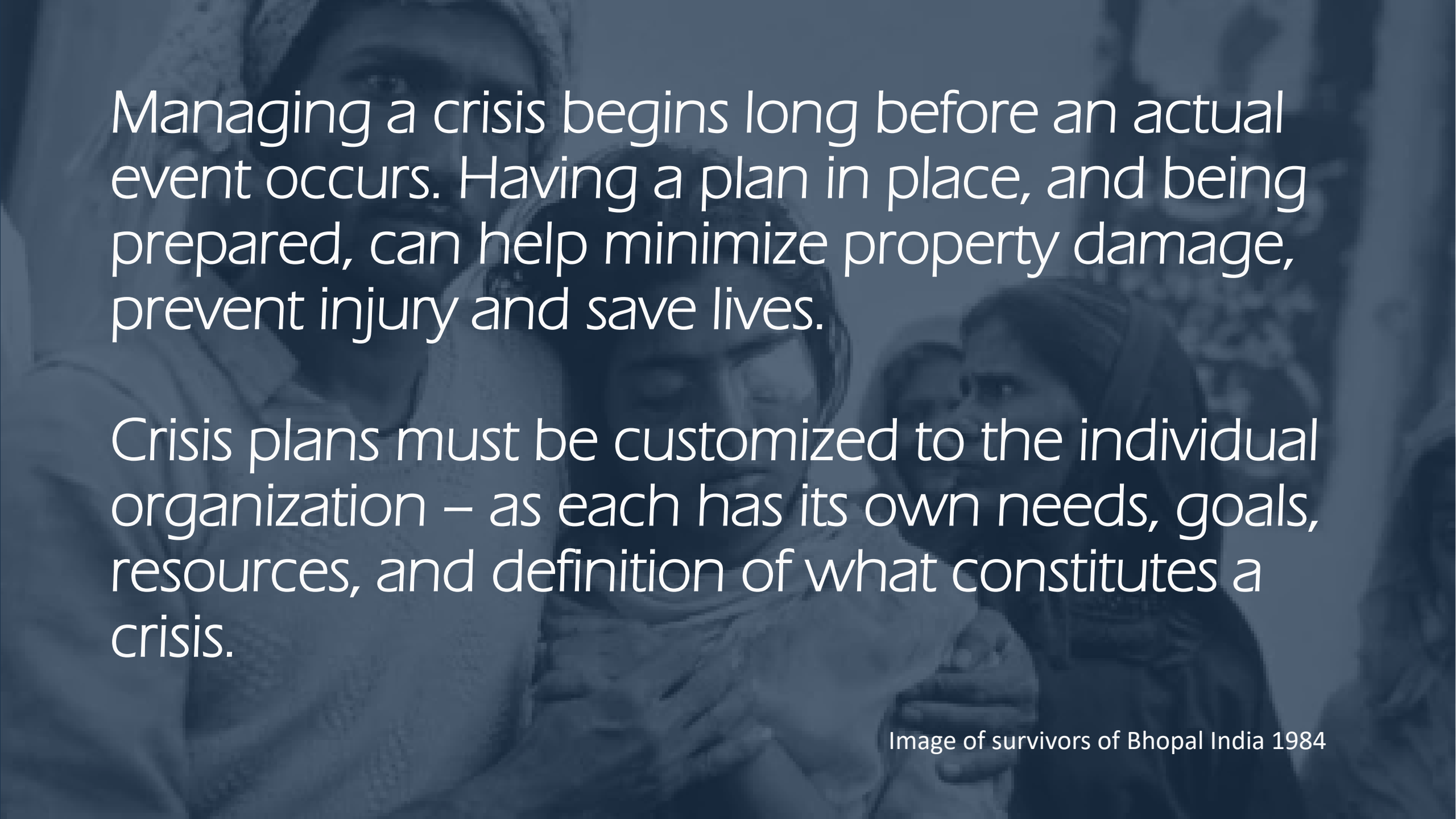


4 Major Phases of a Crisis



Note:

Not all crises have all of these phases. Some move directly to event & impact with little to no threat or warning, e.g., a train derailment



Managing a crisis begins long before an actual event occurs. Having a plan in place, and being prepared, can help minimize property damage, prevent injury and save lives.

Crisis plans must be customized to the individual organization – as each has its own needs, goals, resources, and definition of what constitutes a crisis.

Image of survivors of Bhopal India 1984

OSHA Requirements



Hamlet Chicken Processing Plant Fire - 1991

- Fire caused by hydraulic fluid ignition
- Locked doors trapped workers inside building
- 25 fatalities, 54 injured
- No fire alarms or sprinkler systems
- Owner convicted for safety violations, jailed
- Highlighted need for stricter workplace regulations.

<https://youtu.be/qwQDYvWJs>

IN CASE OF EMERGENCY

EMERGENCY NUMBERS

Police and Fire | Public Safety
9-1-1 | (650) 738-7000



MEDICAL EMERGENCY

CALL 911

- Provide name, location & type of emergency
- Stay on the phone for instructions
- Move victim only if danger is imminent
- Have someone meet first responders outside building on the street



DROP, COVER & HOLD ON

EARTHQUAKE

- Seek shelter under sturdy desk or table
- Protect your head and neck
- Stay away from windows and breaking glass
- Evacuate building to Emergency Assembly Areas
- Wait for further instruction



SHELTER IN PLACE

CHEMICAL / HAZARDOUS SPILL / POOR AIR QUALITY

- Used when outdoor conditions are worse than indoor environment
- Turn off HVAC Systems
- Remain indoors until further instruction



EVACUATION

FOR FIRE, EARTHQUAKE, OR INTERIOR HAZARDOUS INCIDENT:

- Activate nearest fire alarm
- Call 911
- Use fire extinguisher if able (Pull - Aim - Squeeze - Sweep)
- Use stairs, NOT elevators
- Assist persons with disabilities
- Meet at designated assembly areas
- Account for individuals
- Re-enter area only when authorized by emergency personnel



VIOLENT INTRUDER

RUN

- First option - distance yourself from the shooter
- When safe call 9-1-1

HIDE

- If you cannot run, LOCKDOWN/ BARRICADE.
- Protect yourself by locking doors, turn off lights, silence cellphones
- Remain in place until authorities advise

FIGHT

- As a last resort, fight
- Use anything at your disposal to overpower the assailant



SECURE CAMPUS

DANGER IN SURROUNDING COMMUNITY:

- SMCCCD will secure the campus
- Initiate for potential threat of danger in the surrounding community
- Close and Lock all classroom doors
- All students and faculty remain inside
- Instruction continues as planned



SCAN HERE or VISIT US @
www.smccd.edu/publicsafety/

Adapted from the Big Five-SMCOE Coalition
For Safe Schools and Communities:
<https://www.smcoe.org/>



OFFICE OF
**EMERGENCY
MANAGEMENT**

Emergency Action Plans

Benefits of an EAP:

- Written document that facilitates and organizes employer and employee actions during workplace emergencies
- Fewer and less severe injuries
- Less structural damage
- Reduce confusion

Emergency Action Plans

Purpose of an EAP:

- Describes actions to be taken to ensure employee safety during an emergency
- Uses floor plans/maps to show emergency escape routes
- Tells employees what actions to take
- Covers reasonably expected emergencies

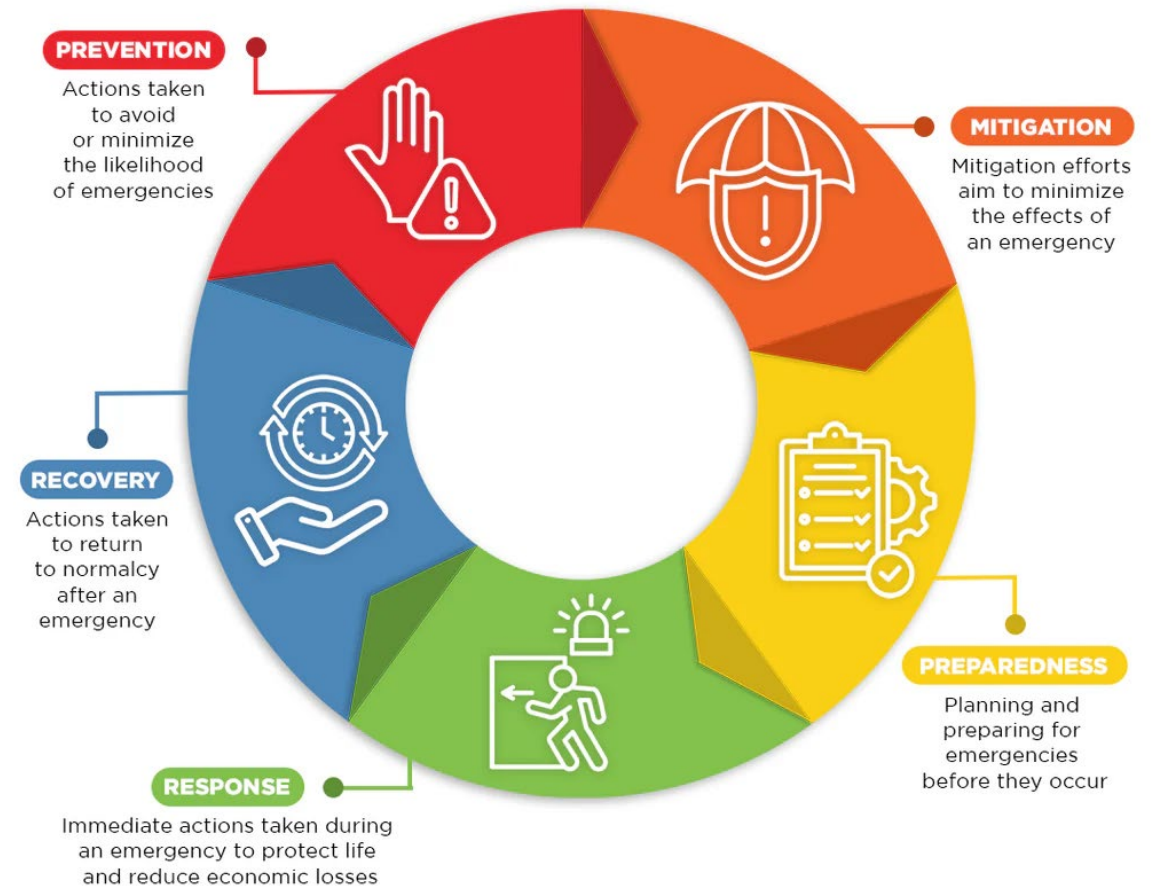
Photo from AP – Pacific Palisades Fire

Emergency Action Plans

Required elements of plan:

- Means of reporting
- Evacuation procedures and emergency escape routes
- Procedures for critical operations
- Accounting of employees
- Rescue and medical duties
- Contact persons

5 COMPONENTS OF AN EMERGENCY PLAN



Source of graphics: Tradebase

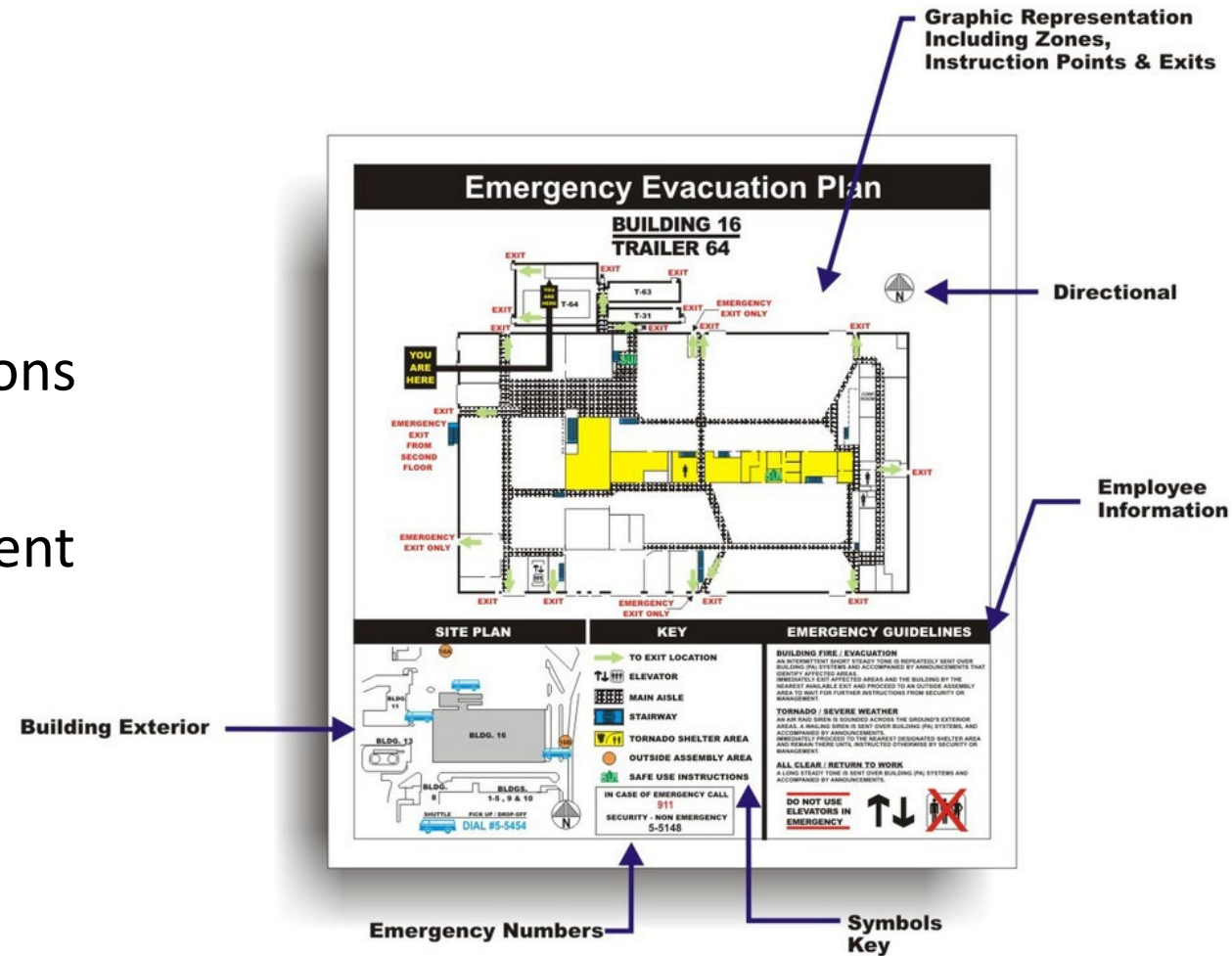
Emergency Action Plans

- Training employees on the EAP
 - Review plan with each employee
 - Initial development of plan
 - Initial assignment of employee to job
 - Changes to plan or employee actions/responsibilities
 - Annual retraining with drills to practice evacuation and gathering in assembly area
 - Educate/train
 - Types of emergencies
 - Course of actions
 - Functions and elements of EAP
 - Special hazards
 - Fire hazards and fire prevention plan

Source: OSHA

Emergency Action Plans

- General training
 - Roles and responsibilities
 - Threats, hazards, protective actions
 - Notification, warning, communications
 - Locating family members
 - Location/use of emergency equipment
 - Procedures
 - Emergency response
 - Evacuation and shelter-in-place
 - Assembly and accounting of employees
 - Emergency shut-down



Source of graphics: Premier Factory Safety

Emergency Action Plans

Examples of procedures:

- Methods of reporting an emergency
- Instructions for exit
- Instructions for limited mobility
- Evacuation Plan
- Emergency Contact Trees

Fire Prevention Plan Requirements:

- Must be
 - In writing
 - Kept in the workplace
 - Available to employees for review
- Employer must
 - Inform employees of fire hazards when initially assigned to a job
 - Review with each employee applicable FPP parts



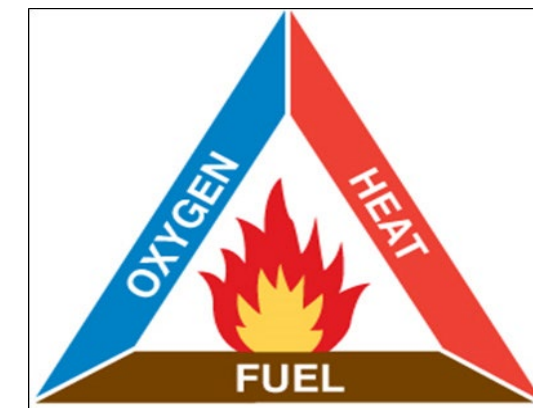
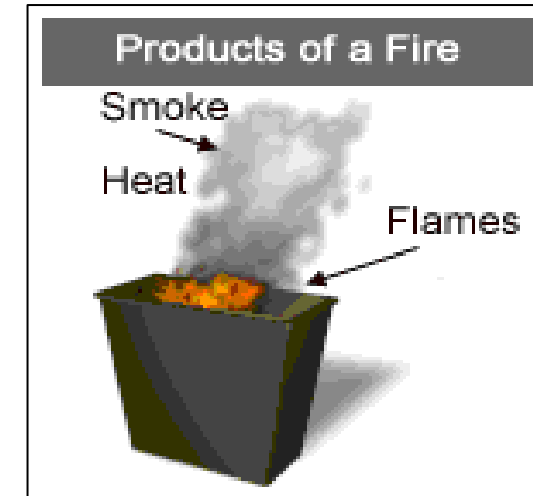
Fire Prevention Plan

- Included in FPP
 - Lists of all major fire hazards, proper handling and storage of hazardous materials, ignition sources/controls, and fire protection equipment
 - Procedures to control flammable/combustible wastes
 - Procedures for maintenance of safeguards on heat-producing equipment
 - Name/job titles of employees with responsibilities for maintenance of equipment and control of hazards

Fire Prevention Plan

Preventing fires hazards:

- Understanding fires
 - Rapid chemical reaction between oxygen and a combustible material
 - Results in release of heat, light, flames, and smoke
 - Requires four elements:
 - Oxygen
 - Ignition source (heat)
 - Fuel
 - Chemical reaction



Source of graphics: OSHA

Fire Prevention Plan

- Ignition sources
 - Open flames
 - Smoking
 - Static electricity
 - Hot Work
 - Hot surfaces
 - Electrical and mechanical sparks
 - Lightning



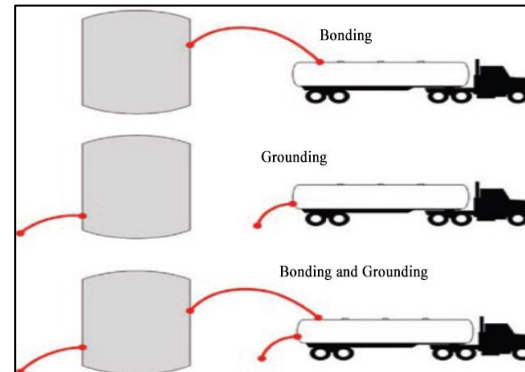
Source: CDC



Source of graphics: OSHA

Fire Prevention Plan

- Tasks that require fire protection and examples of hazards
 - Hot Work – 30-minute fire watch
 - Dispensing flammables and combustibles: gasoline, diesel, or natural gas
 - Flammable wastes: solvent waste, oily rags, and flammable liquids



Source of graphics: OSHA



Fire Prevention Plan

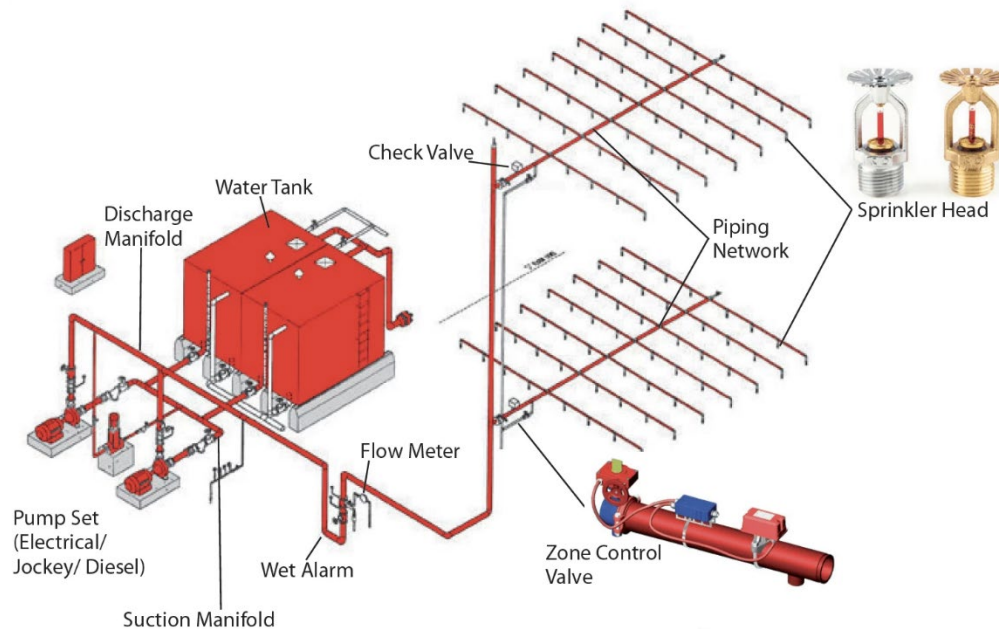
- Handling of flammable hazards
 - Only use approved metal safety containers or original manufacturer's containers for storage
 - Practice good housekeeping
 - Keep containers closed when not in use
 - Store away from exits or passageways
 - Keep away from ignition sources



Source of graphics: OSHA

Fire Prevention Plan

- Fire protection equipment
 - PPE
 - Fire Suppression
 - Portable fire extinguishers
 - Fixed systems



Source of graphics: Fire Protection Systems



Source of graphics: OSHA

Conditions Requiring Evacuation

Workplace evacuation may be required for:

- **Man-made emergencies**

- Fires
- Explosions
- Toxic material releases
- Radiological/biological incidents
- Civil disturbances
- Workplace violence

- **Natural emergencies**

- Floods
- Earthquakes
- Hurricanes
- Tornadoes
- Wildfires
- Winter weather

Conditions Requiring Evacuation

Factors affecting response to emergencies:

- Type/extent of emergency
- Location of emergency
- Type of building in which workplace is located
- Shutting down critical operations



Source of graphics: OSHA

Conditions Requiring Evacuation

- Fire emergencies: **Fight or Flee?**
- Options for evacuation
 1. Total evacuation
 2. Designated employees authorized to fight fire; all others evacuate
 3. All employees authorized to fight fire
 4. Extinguishers provided but not intended for employee use



Source of graphics: OSHA

Conditions Requiring Evacuation

Fire emergencies: **Fight or Flee?**

- Performing a risk assessment
 - Is the fire too big?
 - Is the air safe to breathe?
 - Is the environment too hot or smoky?
 - Is there a safe evacuation path?
 - **DECIDE EARLY!**

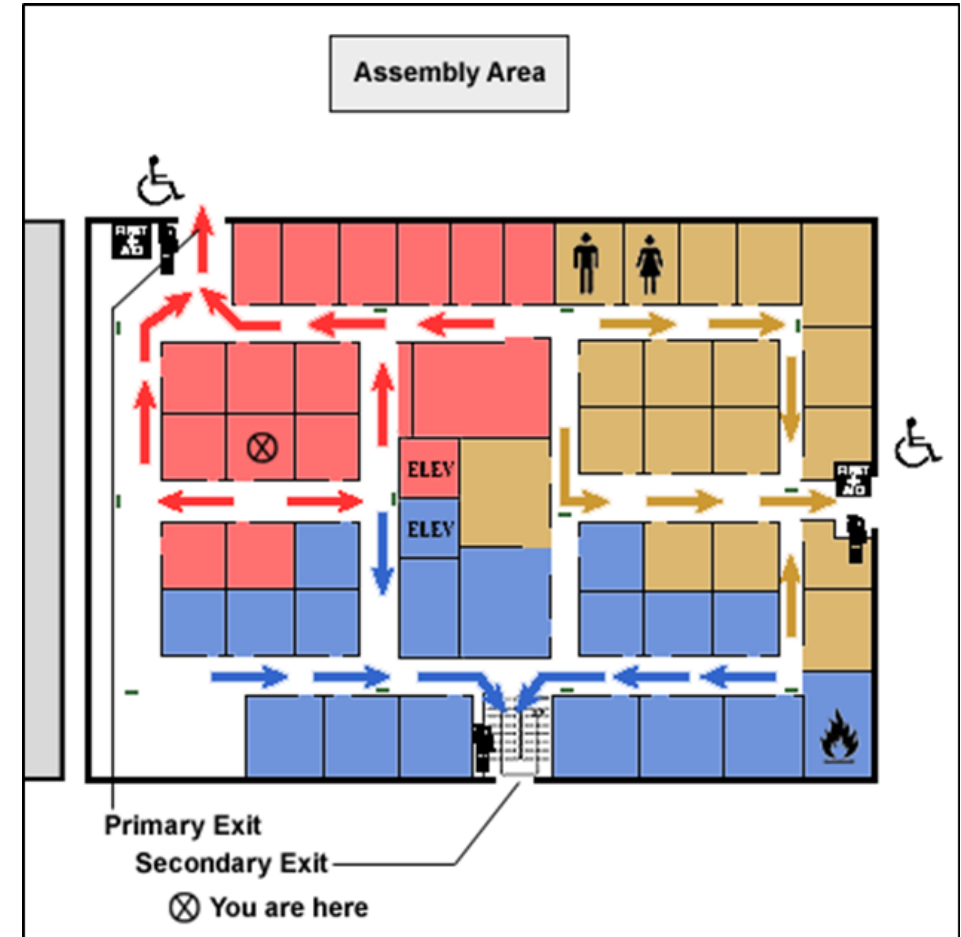


Source: ABC News

Conditions Requiring Evacuation

Evacuation maps show:

- Exits: to, thru, and away
 - Primary exit
 - Secondary exit
- Assembly area
- Location on the map
- Additional information –
Location of fire extinguishers



Conditions Requiring Evacuation

Evacuation actions:

- **Alerting** employees to **evacuate**
 - Alarm
 - Enunciator panel/speaker
- **Accounting** for who has **exited**
 - How is that accomplished
- Keeping employees **informed**
 - All clear, re-enter, or remain at assembly point
 - Clear to leave workplace



Source of graphics: OSHA

Conditions Requiring Shelter-in-Place

Incidents that may require shelter-in-place:

- Release of chemical, biological, or radiological contaminants
- Severe weather – tornadoes
- Other situations occurring outside the workplace



Source: Chemical Safety Board



Source: FEMA Region VI

Conditions Requiring Shelter-in-Place

Shelter-in-place:

- Means taking refuge in interior room(s) with no/few windows
- Local authorities often issue shelter-in-place advice via TV or radio
- New – Active Shooter
- Procedures specific to worksite




Source of graphics: CA dept of Public Health

Conditions Requiring Shelter-in-Place

LOCK DOWN

(An Active Shooter Is In The Area,
But Not Your Exact Location)

ACTIVE SHOOTER RESPONSE
LEARN HOW TO SURVIVE A SHOOTING EVENT




CALL 911 ONLY WHEN IT'S SAFE TO DO SO

- LOCK AND BARRICADE DOORS!
- TURN OFF LIGHTS!
- KEEP QUIET!
- DO NOT LEAVE UNTIL "ALL CLEAR" ANNOUNCED!
- IF SHOOTER ENTERS YOUR BUILDING; BE PREPARED TO RUN, HIDE, & FIGHT!

SHELTER IN PLACE

(It's Not Safe To Be Outside)




SHELTER IN PLACE

- GO INSIDE IMMEDIATELY!
- CLOSE WINDOWS AND DOORS!
- GRAB YOUR EMERGENCY KIT!
- GO INTO AN INTERIOR ROOM!
- MONITOR AFN & ATHOC!
- DO NOT LEAVE UNTIL "ALL CLEAR" ANNOUNCED!

SEAL THE ROOM

(The Air Outside Is Unsafe To Breathe)



- TURN OFF HVAC SYSTEMS AND FANS!
- USE PLASTIC/TAPE TO SEAL VENTS/DOORS!
- MONITOR AFN & ATHOC!
- WHEN "ALL CLEAR" ANNOUNCED, EVACUATE TO OUTDOORS IMMEDIATELY!

Planning shelter-in-place actions:

- Alerting employees – *shelter-in-place*
- Accounting for who is in *refuge*
- Keeping employees informed

Emergency Escape Routes

Exit routes:

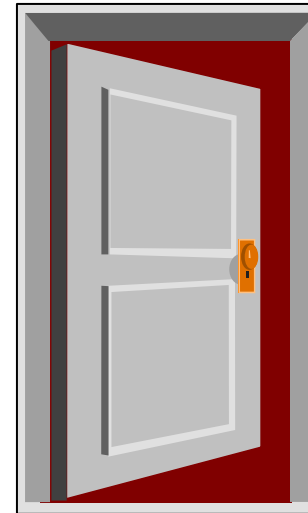
- Continuous and unobstructed path of exit travel from any place in workplace to safety
- Exit access, exit, exit discharge
- Should be:
 - Clearly marked
 - Well-lit
 - Appropriate width
 - Unobstructed/clear



Source: TEEEX

Emergency Escape Routes

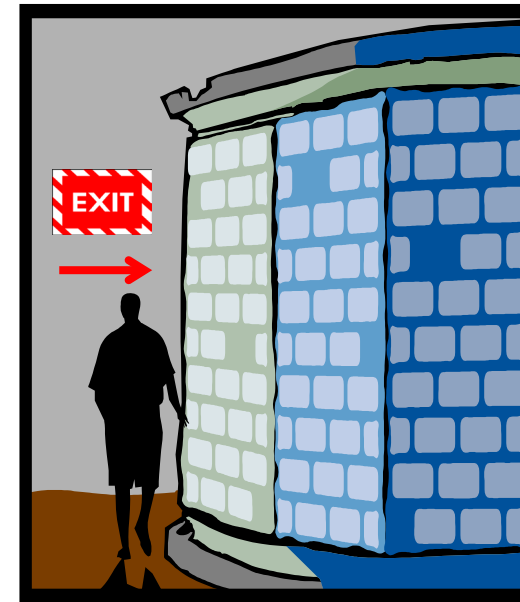
- Basic exit route requirements:
 - Permanent
 - Separated by fire-resistant materials
 - Limited openings
 - Adequate number of exit routes
 - Discharge leading directly outside or to a place with access to outside
 - Exit door unlocked from inside and side-hinged
 - Adequate capacity
 - Minimum height and width



Source of graphics: OSHA

Emergency Escape Routes

- Clearly communicate 3 elements of escape route
 - Exit access pathway
 - Nearest exits from all points of building
 - Pathway away from building structure



Source of graphics: OSHA

Supervisor Expectations

Crisis Management Goals

Before:

- Crisis management plan in place
- Effective communication & training
- Adequate resources allocated

During:

- Protect human life
- Maintain communication & coordination
- Manage financial expenditures

After:

- Restore &/or maintain operations
- Maintain a positive public image
- Sustain profits & stable earnings
- Review & improve crisis management plan

Supervisor expectations

Supervisor Role in Emergency Management

- **Implement Emergency Action Plans (EAPs):** Ensure all procedures are followed and understood by their teams.
- **Lead Evacuations:** Direct employees to designated exits and safe zones during emergencies.
- **Account for Personnel:** Conduct roll calls and report missing individuals to emergency responders.
- **Communicate Clearly:** Relay accurate, timely information to employees and emergency services.
- **Train and Drill:** Ensure team members are trained and participate in regular emergency drills.
- **Report Hazards:** Identify and report potential risks or unsafe conditions before they escalate.
- **Coordinate with Safety Officers:** Work closely with emergency coordinators and first responders.
- **Support Recovery Efforts:** Assist in post-incident assessments and help restore operations.

Supervisor Role in Fire Prevention Plan

- **Ensure Employee Training** - Make sure all employees receive proper fire safety and prevention training.
- **Enforce Fire Safety Policies** - Actively uphold and enforce fire prevention and protection procedures in the workplace.
- **Monitor for Fire Hazards** - Identify and report any changes in operations that could increase fire risk.
- **Maintain Fire Prevention Equipment** - Oversee the maintenance of fire extinguishers, alarms, and other fire control systems.
- **Control Ignition Sources** - Ensure safe handling of flammable materials and control of potential ignition sources.
- **Communicate the Plan** - Review fire hazards and prevention procedures with employees, especially during onboarding.

Tips and Suggestions



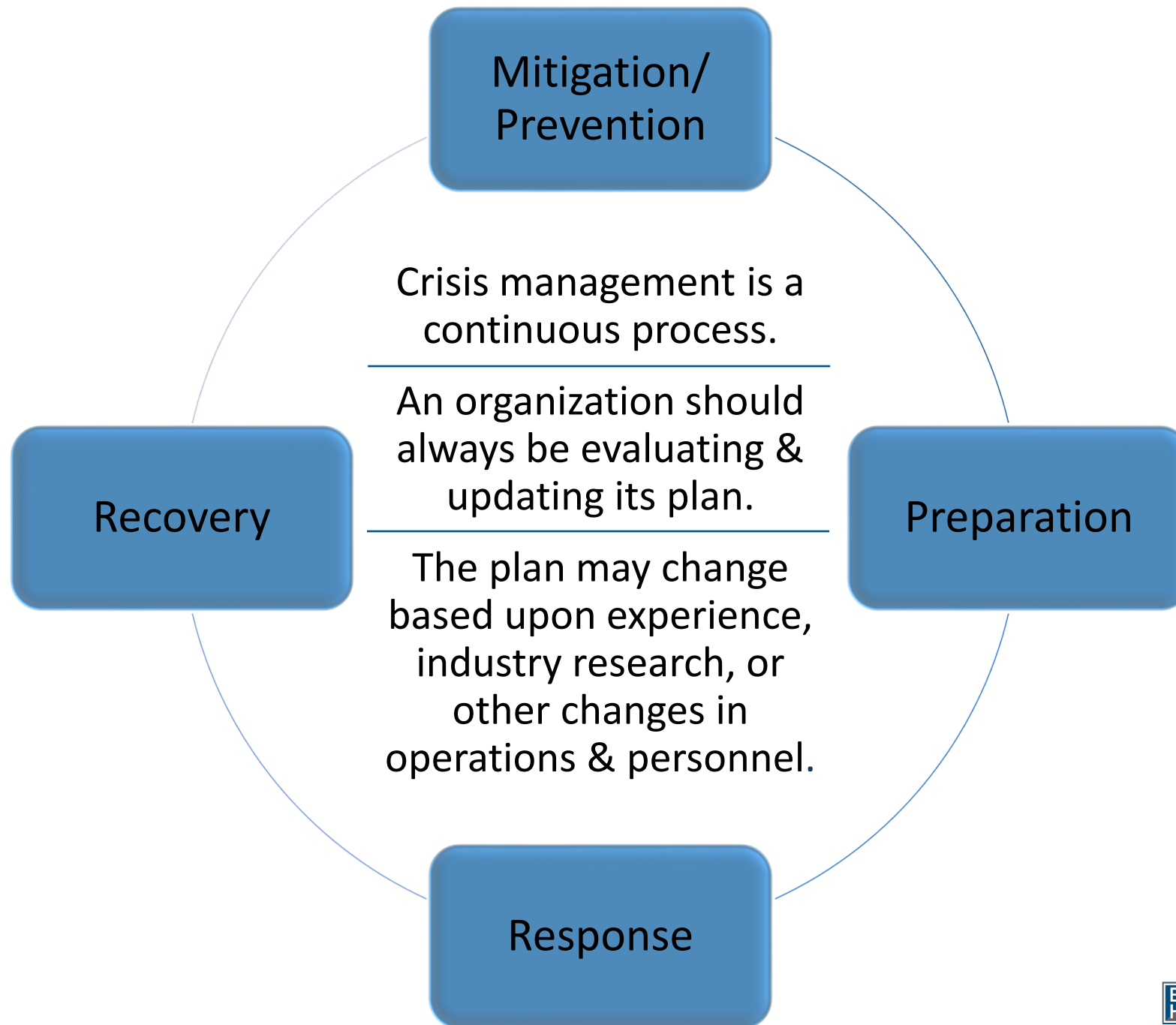
Organizational Tips

- Develop a clear, written emergency response plan today.
- Train all employees regularly on emergency procedures and roles.
- Identify and assess all potential workplace hazards thoroughly.
- Establish communication protocols for internal and external updates.
- Maintain emergency supplies and backup systems on-site.
- Review and update your plan annually or after incidents.



Supervisor Tips

- Know your emergency plan and lead with confidence.
- Train your team regularly on safety and procedures.
- Stay calm, communicate clearly during all emergency situations.
- Account for all employees during evacuations or lockdowns.
- Report hazards immediately and follow up on corrections.
- Review and update emergency plans after every incident.



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Thanks for Attending

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