

# OSHA Emergency Action Plan

Information	
<b>Healthcare Practice Name</b> Sunshine Darling Pediatrics and General Practice	<b>Date of Last Revision</b> Dec 6, 2023
<b>Address</b> 123 Health Lane, Springfield, USA	<b>Emergency Action Plan Coordinator</b> Dr. Wendy Darling

Evacuation Policy and Procedure	
<b>Routes and Exits</b> South main entrance, east emergency exit, and north emergency exit to be used. They are marked with arrows and signs. If the only stairwell (south) is inaccessible, use the emergency stairs at west end of building. Evacuation route maps posted in each room.	
<b>Evacuation Leaders</b> Dr. Wendy Darling Dr. Peter Davies	<b>Assembly Points</b> Park across the street
<b>Special Needs Patients and Staff</b> Receptionists to maintain a list of patients with special needs for targeted assistance Receptionist Harriet Eden to coordinate which nurse is assigned to which patient Nurses to respond to assigned patients immediately during emergencies	

Emergency Contact Information	
<b>Fire Department</b>	555-0111
<b>Police</b>	555-0112
<b>EMS</b>	555-0113
<b>Manager:</b> Laura Green	555-0114

## **Emergency Roles and Responsibilities**

### **EAP Coordinator**

Dr. Wendy Darling – activate EAP and coordinate response. Should also regularly update the EAP

### **Staff Responsibilities**

Receptionist Patrick Gooch to call emergency services

Receptionist Harriet Eden to coordinate special needs evacuation

All staff trained in basic evacuation procedures and roles during emergencies.

Drill and training records kept by Office Manager Laura Green

## **Emergency Response Procedures**

### **Medical Emergencies**

In-house response team (Dr. Wendy Darling and Dr. Peter Davies) to provide immediate care, call EMS if needed

### **Fire**

Use fire extinguishers located in the hallway

If fire is big, start evacuation. Use evacuation chairs for non-ambulatory patients.

Activate sprinkler system when possible

### **Natural Disasters**

For earthquakes, staff and patients follow “Drop, Cover, Hold On” protocol; for floods, move to second floor.

### **Violent Incidents/Active Shooter**

Implement coded lockdown announcement, hide or evacuate as trained, silence mobile devices, and wait for police clearance.

Coded lockdown announcement provided every WHS meeting

### **Hazardous Material Spills**

Staff trained in spill kits usage for minor spills; major spills trigger evacuation and HazMat team call

## Emergency Equipment and Facilities

First Aid Supplies: Comprehensive kits in each room, checked monthly.

Fire Extinguishers: Accessible in hallways, kitchen, and near high-risk areas like labs.

Emergency Lighting: Backup lighting systems tested every three months.

Alarm Systems: Fire alarms and security systems must undergo routine checks and maintenance c.o. Dr. Wendy Darling

## Communication Plan

### Notification System

PA announcements for in-house alerts; text alert system for staff communication

### Communication with Authorities

Receptionist Patrick Gooch to call emergency services

Other staff may contact emergency services as necessary

## Training and Drills

### Regular Drills

Fire drill – every 6 months

earthquake drill - every 6months

Active shooter drill - every 6 months

### Training Records and History

Documented by Office Manager Laura Green

Last fire drill – Oct 10, 2023

Last earthquake drill – July 20, 2023

Last shooter drill – December 1, 2023

## Plan Review and Maintenance

### Regular Review

Conducted every 6 months; last review Dec 6, 2023; next review June 2024

### Previous Documentation

Maintained by Office Manager Laura Green

## Additional Notes

Continue regular staff training on emergency response procedures to ensure proficiency and preparedness. This includes familiarization with evacuation routes, assembly points, and roles during various emergency scenarios.

Regularly review and update the list of patients with special needs to ensure their safety and timely assistance during emergencies.

**Notes from Your Counselor**