

# DeZavala-Shavano Veterinary Clinic

## Emergency Action Plan

Emergencies and fires can occur at any time. The effect of the emergency must be controlled by means of a proper pre-emergency plan. In order to respond to this need, the Clinic has developed the following plans which all staff members are expected to follow in preventing or responding to emergency and fire situations that may reasonably be expected in the Clinic.

### A. Scope and Application

As required by OSHA the following Emergency Action Plan has been developed to help ensure staff member safety from fire or other emergencies.

### B. Elements

1. Staff Member Notification of an Emergency. Notification of an emergency or of an evacuation is communicated to staff members by verbal announcement. The person communicating the emergency should describe the area in which the emergency is located and, if necessary, direct staff members to walk out of the Clinic and meet in the front parking lot by the marquee sign. Smoke detectors are also located throughout the Clinic to help notify by alarm in the event of a fire.
2. Preferred Means of Reporting Fires and Other Emergencies. The preferred means of reporting fires and other emergencies is by phone to 911. Emergency phone numbers are posted at each area phone. In the case of phone failure within the Clinic, use mobile phone or neighboring office phone. Otherwise, the authorities should be notified in person. Notify neighboring offices if there is a potential they could be affected by the emergency (i.e. fire).
3. Emergency Escape Procedures. Exits are posted at the front and rear of the Clinic. A layout of the Clinic clearly marked with exits is posted in the reception and treatment areas. A copy of the layout is attached to this policy. If the fire alarm sounds or any staff member in the Clinic detects an emergency and orders the evacuation of the building, remain calm, walk to the nearest marked exit and leave the building immediately. After leaving the building, proceed to the front of the building and meet at the Clinic's marquee sign in the parking lot. Do not return into the building until instructed by a member of management to do so. In addition to the exit routes, the locations of the fire extinguisher and safety equipment stations are indicated by color coded labels on the Clinic layout. The fire extinguisher location is indicated by an orange label. Safety stations are indicated by green labels.
4. Emergency Shut-Down Procedures. As time allows and when reasonably safe to do so, shutdown procedures should be performed by the following staff members to help minimize the loss of life and property and help restore business functions after an emergency.
  - All employees should remove essential personal belongings prior to evacuation or seeking shelter.
  - Doctors and other management are to assist other staff members to expedite shutdown procedures.
  - Veterinary Nurses are to lock up controlled drug cabinet and shut down medical equipment such as laboratory equipment, anesthetic equipment, oxygen tanks, and other potentially flammable and/or explosive equipment.
  - Client Relations staff members are to retrieve most current IntraVet backup disk, shut down computers, and close patient record file cabinets.
  - Animal Caretakers are to remove all pets from Clinic using leashes or portable carriers, preferably into

the backyard of the Clinic if this area is safe. Otherwise, remove animals to front of building.

5. Accounting of All Staff Members After an Emergency Evacuation. Within the first 15 minutes of the evacuation, a member of management is responsible for taking visual attendance of all staff members on duty at the time of the emergency. In the event that a staff member is absent, the managing supervisor may at his/her own discretion, sweep the area for the missing person. Staff members must not leave the meeting area until instructed to do so by a member of management.

6. Rescue and Medical Duties for Staff Members. Staff members are not expected to perform any rescue or medical duties. Therefore, there are no provisions for training staff members in these tasks. Municipal emergency medical and fire facilities are used for emergency medical treatment. Emergency phone numbers are posted at each area phone. Staff members are not expected to perform emergency duties which may endanger his/her life. Any rescue or medical assistance a staff member performs is strictly on a voluntary basis of the person performing such assistance. A first aid kit is available in the treatment area for minor injuries. Use of this first aid kit is to be done by the injured person; other staff member(s) assisting with attending to the minor or major injury of another person do so on a voluntary basis.

7. Extinguishing Fires. Designated staff members are authorized to use the portable fire extinguisher to fight small, incipient fires (see below for Risk Assessment for Extinguishing Fires). All other staff members must evacuate the Clinic and meet by the marquee sign in the front parking lot when verbally notified or fire alarm sounds. If reasonably safe to do so, staff members should follow emergency shut-down procedures prior to evacuation. Designated staff members include any staff member trained by a member of management on the operation and use of the portable fire extinguisher. The portable fire extinguisher is rated ABC for extinguishing (A) ordinary combustibles such as wood and paper, (B) flammable liquids such as grease, gasoline and oil, and (C) electrical fires. This fire extinguisher is located on the treatment area wall between the hallway and kennel doors.

Note: In the event a part of your body or clothing catches on fire, douse with water, cover with heavy material such as a towel, or stop--drop--and roll, depending on the severity of the fire.

**Risk Assessment for Extinguishing Fires**

<b>Risk Assessment Question</b>	<b>Characteristics of incipient stage fires or fires that can be extinguished with portable fire extinguisher</b>	<b>Characteristics of fires that SHOULD NOT be fought with a portable fire extinguisher (beyond incipient stage)--EVACUATE IMMEDIATELY</b>
Is the fire too big?	The fire is limited to the original material ignited, it is contained (such as in a waste basket) and has not spread to other materials. The flames are no higher than the fire fighter's head.	The fire involves flammable solvents, has spread over more than 60 square feet, is partially hidden behind a wall or ceiling, or can not be reached from a standing position.
Is the air safe to breathe?	The fire has not depleted the oxygen in the room and is producing only small quantities of toxic gases. No respiratory protection equipment is required.	Due to smoke and products of combustion, the fire can not be fought without respiratory protection.

Is the environment too hot or smoky?	Heat is being generated, but the room temperature is only slightly increased. Smoke may be accumulating on the ceiling, but visibility is good. No special personal protective equipment is required.	The radiated heat is easily felt on exposed skin making it difficult to approach within 10-15 feet of the fire (or the effective range of the fire extinguisher). One must crawl on the floor due to heat or smoke. Smoke is quickly filling the room, decreasing visibility.
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8. Persons to Contact for Further Information. Richard Harrison, Health and Safety Manager and Dr. David Harrison, Owner.

### C. Plans for Various Emergencies

1. Chemical Release. In the event of a chemical emergency, the Clinic's policy is for staff member(s) to clean up small, low or non-vaporous chemical spills when reasonably safe to do so. A chemical spill kit for most chemical spill types is located in the cabinet under the dental sink in the treatment area. If in doubt to proper clean-up needed, consult the SDS for the chemical for recommended clean-up procedures. SDS's can be found in the OSHA/SDS Manual located in the treatment area.

For large or highly vaporous chemical spills, staff members should contact local fire authorities and evacuate the Clinic as previously described.

2. Electrical Outage. In the event of an electrical outage, all staff members should remain in the Clinic unless instructed by a member of management to evacuate. Emergency lighting is located throughout the Clinic to help visibility during an electrical outage. During electrical storms, shut down equipment, including computers, to help prevent a power surge.

3. Storm Response. In the event of a major storm such as a hurricane, tornado, etc., the following procedures should be followed to help ensure staff member safety.

- Find shelter in centrally located place with no windows such as the stairwell or break room
- Move persons to shelter.
- Follow emergency shut-down procedures as time and safety allow.
- A member of management is to take a visual attendance as previously described.