

Meet Today's Webinar Team



Presenter: Hannah Bolton

Hannah is a safety services representative for Texas Mutual's safety services support center. She conducts phone surveys, internal support for the safety services department, and provides policyholder services by providing guidance in their safety endeavors. Hannah has a degree in Communications from Texas A & M University, Corpus Christi.



Presenter: Ashley Mikytuck

Ashley is a technical writer for Texas Mutual's safety services department. She joined the safety services support center in early 2015 as a safety representative and is now assisting the department with written safety content. Ashley holds a bachelor's degree in urban studies from the University of Texas.



Moderator: Michael Urias

Michael is a safety services representative for Texas Mutual's safety services support center. He conducts virtual safety surveys with our small business owners to help provide guidance in their workplace safety efforts. Michael has been with the safety services support center since its inception and is a proud member of the US Army Reserve. .

Emergency Action Plans

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXASSM



Agenda



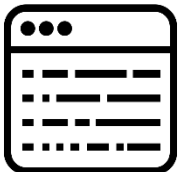
What is an EAP and why do we need one?



Components of an EAP



Developing and using an EAP



Training your employees

What is an EAP?

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXASSM



What is a EAP?



Purpose



OSHA
standard
requirement

A close-up photograph of a document with the OSHA logo. The logo consists of the words "Occupational Safety and Health" in a serif font, "Administration" in a smaller serif font below it, and "OSHA" in a large, bold, sans-serif font at the bottom. The document is white and is placed on a dark wooden surface. In the background, a dark leather book with gold lettering on its spine and a pair of glasses with thin frames are visible. The entire image is framed by a dark blue border.

Occupational Safety and Health
Administration
OSHA

Helpful items



Components of an EAP

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXASSM



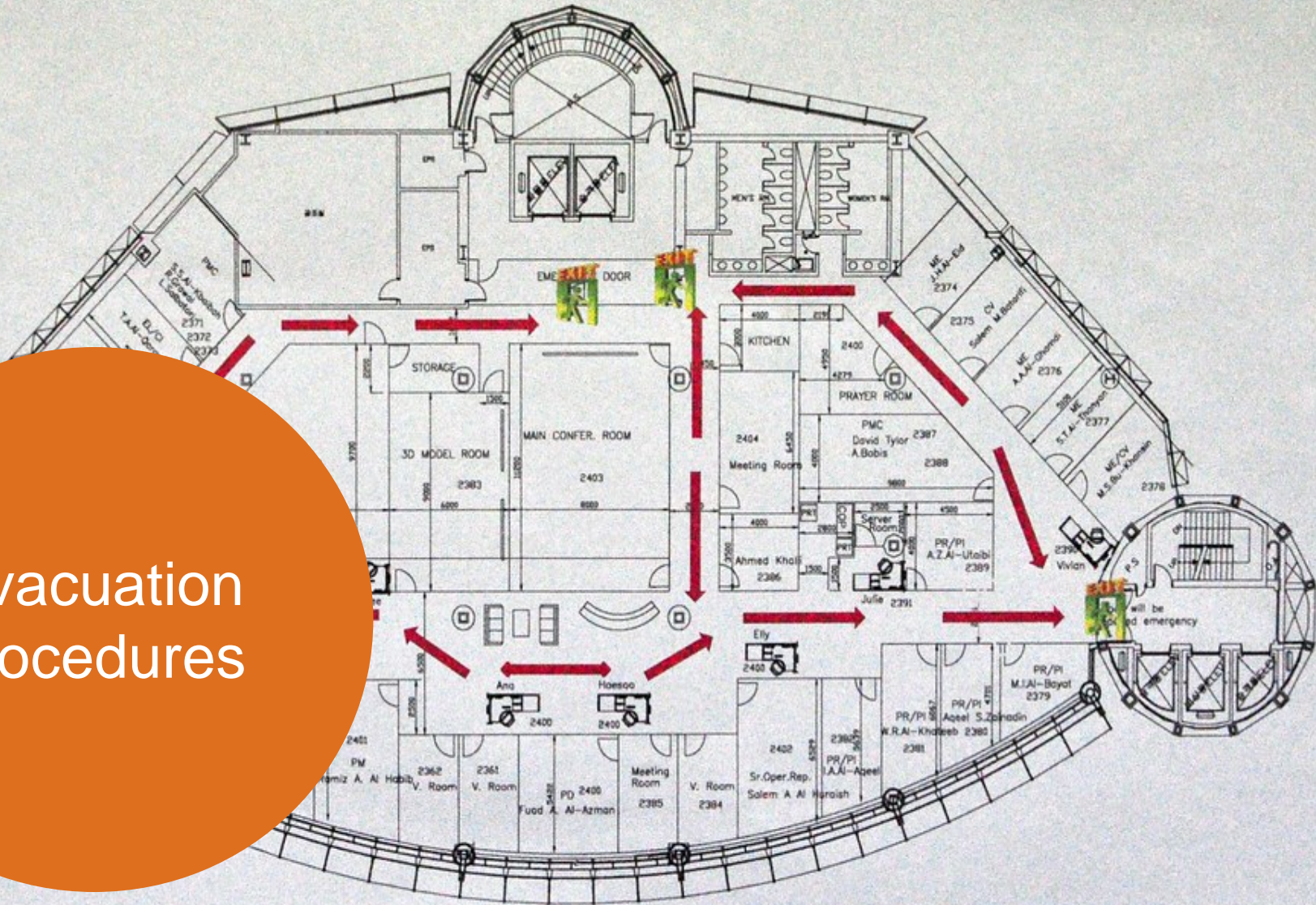
General instructions for reporting emergencies



how why what
what why where where
where when what how why
how what who
who
how who who
where who
what why how
where why when who
when how
when where
what
when who what
where where
why where
how

Evacuation Plan (10th Floor)

Evacuation
procedures





Emergency reporting procedures: staff/visitors



Accounting for
everyone

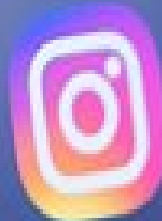
Notification



Facebook



Snapchat



Instagram



Twitter



Chrome



Gmail



Spotify



Messenger

A group of people are shaking hands in a construction setting. In the foreground, several colorful hard hats (white, blue, yellow, orange) are scattered on the ground. The background shows a construction site with scaffolding and workers in safety vests. An orange circle is overlaid on the bottom left, containing the text 'Updating and maintaining'.

Updating and
maintaining

Developing an EAP

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXASSM





Step 1: Determine performance objectives



Step 2: Risk assessment



Step 3: Resources



Step 4: Implementing emergency services



Step 5: Regulations



Step 6: Develop protective actions

Emergency Action Plan Table of Contents

- I. Objective
- II. Assignment of Responsibility
 - A. Emergency Plan Manager
 - B. Emergency Plan Coordinators
 - C. Management
 - D. Supervisors
 - E. Employees
 - F. Contractors
- III. Plan Implementation
 - A. Reporting Fire and Emergency Situations
 - B. Informing Company Name Employees of Fires and Emergency Situations
 - C. Corporate Notification
 - D. Emergency Contact Information
 - E. Evacuation Routes
 - F. Securing Property and Equipment
 - G. Advanced Medical Care
 - H. Accounting for Employees/Visitors after Evacuation
 - I. Re-entry
 - J. Sheltering in Place
 - K. Severe Weather
- IV. Training
 - A. Employee Training
 - B. Fire/Evacuation Drills
 - C. Training Records
- V. Plan Evaluation
- VI. Appendix A: Emergency Action Plan Checklist

Step 7: Develop written plan



Step 8: Develop emergency procedures



Step 9: Train employees



Step 10: Practice your plan

Training your employees

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXASSM





Individual roles and responsibilities



What to look for



Communication



Locations

DE HAVILLAND STOL TWIN OTTER
SERIES 300
EMERGENCY PROCEDURES

(PLEASE DO NOT REMOVE THIS CARD FROM AIRCRAFT)

WHERE TO FIND YOUR LIFE VEST

Life vests are located in a holder under each seat. Do not remove the life vest from the sealed bag unless actually necessary.

HOW TO USE YOUR LIFE VEST

- A Put on life vest over head.
- B Fasten buckles; pull tight around waist.
- C AFTER YOU LEAVE AIRCRAFT, pull release knobs.
- D If later the vest becomes inflated orally.

Emergency procedures



A red rectangular sign with rounded corners and a white border. The sign is mounted on a metal post with two visible bolts. The text on the sign is in white, bold, sans-serif capital letters. At the bottom of the sign is a white arrow pointing to the left. The sign is set against a background of green foliage.

SUN
EVACUATION
ASSEMBLY AREA

Evacuation procedures



Emergency equipment



Emergency shutdown
procedures



General first aid

Take aways



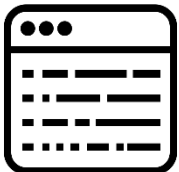
What is an EAP and why do we need one?



Components of an EAP



Developing and using an EAP



How to create your program

Thank You

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE
WORK SAFE, TEXASSM

