

Emergency Management Fact Sheet

HS02-025D (03-23)

Emergency management is the process of preparing for, responding to, and recovering from an emergency or disaster. At the company level, emergency management is a vital part of an organization's ability to **mitigate** risks, **prepare** for disasters, **respond** to events quickly and effectively, and **recover** from disruption.

The Four Phases of Emergency Management

1. Mitigation

Mitigation involves taking **steps to reduce or eliminate dangers and risks** related to an emergency. It includes conducting [risk assessments](#), creating emergency plans, providing safety training programs, and installing security measures. Mitigation aims to make people, property, and processes more resilient in the face of an emergency and reduce the cost and severity of any impacts.

2. Preparedness

Preparedness involves **taking steps to plan for, respond to, and recover from a disaster before it occurs**. This includes developing plans, training workers, assigning emergency personnel, increasing awareness, and providing necessary supplies.

3. Response

The response involves **taking immediate steps to lessen the effects of the**

disaster, including the possibility of evacuating or sheltering affected workers and providing any needed medical care, or other services or goods.

4. Recovery

Recovery refers to **repairing, rebuilding, and returning to normal operations after a disaster**. This includes restoring services, rebuilding infrastructure, assisting in return-to-work activities, and providing for any long-term needs of affected workers, visitors, or community members.



Types of Disasters Requiring Emergency Management

Examples of disasters that require companies to create an emergency management plan include:

every stairwell to ensure they remain unblocked so evacuees can exit to the outside.

- **Find a safe place away from the building to assemble.**
- **Appoint an evacuation team leader and assign employees to direct evacuation of the building on each floor.** Assign a “buddy” or aide to assist persons with disabilities during an emergency.
- **Have an assigned person take a list of employees and the visitor log to the assembly area.** Use the lists to account for everyone and inform the fire department if anyone is missing. (When employees are evacuated from a building, OSHA regulations require an accounting to ensure that everyone has gotten out safely.)
- **Have an alternative exit.** A fire, chemical spill, or other hazards may block an exit, so make sure the evacuation team can direct employees to another safe exit.

Shelter

If a severe weather warning is broadcast, a distinct warning signal should be sounded, and everyone should **move to a shelter in the strongest part of the building**. Shelters may include basements or interior rooms with reinforced masonry construction.

- **Evaluate potential shelters.** Conduct a drill to see if the shelter space can hold all employees. Since there may be little time to shelter when a tornado is approaching, early warning is important.
- **Monitor news sources.** Tune in to weather warnings broadcast by local radio and television stations. Subscribe

to free text and email warnings, which are available from multiple news and weather resources on the Internet.

- **Consider purchasing an emergency alert system radio** - available at many electronic stores.

Shelter In Place

Public emergency officials may order people in the vicinity to shelter in place during disasters such as a tanker truck crashing on a nearby highway and releasing a chemical cloud; a fire in a nearby manufacturing plant that releases a black tower of smoke; or an explosion or act of terrorism.

If disasters such as these occur, you should have a shelter-in-place plan to warn workers and visitors to:

- **Enter the building** if they are working outside.
- **Move away from windows** and into the core of the building, or to the second and higher floors in a multistory building.





- **Close exterior doors and windows.**
- **Shut down the building's air ventilation system.**
- **Remain sheltered until public officials broadcast that it is safe to evacuate the building.**

Lockdown

Acts of violence in the workplace can occur without warning. Train multiple people to broadcast a lockdown warning from a safe location. If loud “pops” are heard and gunfire is suspected, every employee should know to:

- **Run, Hide. Fight.** (See FEMA’s [“Be Prepared for an Active Shooter.”](#)) If hiding:
 - » **remain silent;**
 - » **seek refuge** in a room;
 - » **close and lock the door;**
 - » **barricade the door** if it can be done quickly;
 - » **turn off the lights;**
 - » **move away from the door or windows;** and
 - » **hide** under a desk or in the corner of a room.

Creating an Emergency Management Plan

Emergency management helps to:

- maintain operational stability;
- minimize the loss of life, property, and materials; and
- ensure a quicker return to normal operations or business activities after the event.

The first step in effective emergency management is always to conduct a risk assessment. It should:

- identify the potential types of emergencies that could affect your business;
- the likelihood of the disaster occurring due to your business’s location, environment, facilities, and products; and
- estimate the potential impact of the disaster on workers, productivity, and the community.

After a risk assessment, each emergency management plan must be customized based on your business. These resources can help:

American Red Cross

- **Terrorism Preparedness**
[How to Prepare for Emergencies](#)

Federal Emergency Management Agency (FEMA):

- **Design Guidance for Safe Rooms and Shelters**
[FEMA 453](#)
- **Incident Management**
[FEMA Disasters and Emergencies](#)

Federal Trade Commission:

- **Data Breach Response: A Guide for Business**
[FTC Business Guidance Resources](#)

National Fire Protection Association (NFPA):

- **Life Safety Code**
[NFPA101](#)

Occupational Safety and Health Administration (OSHA):

- **Emergency Action Plans**
[29 CFR 1910.38](#)
- **Employee Alarm Systems**
[29 CFR 1910.165](#)
- **Exit Routes and Emergency Planning**
[29 CFR 1910 Subpart E](#)
- **Fire Prevention Plans**
[29 CFR 1910.39](#)
- **Hazardous Waste and Emergency Response**
[29 CFR 1910.120](#)
- **OSHA Directorate of Technical Support and Emergency Management**
[Emergency Preparedness and Response Webpage](#)
- **OSHA Evacuation Planning Matrix**
[Emergency Preparedness Webpage](#)
- **OSHA Evacuation Plans and Procedures**
[Evacuation Plans and Procedures eTool](#)

- **OSHA Workplace Violence Prevention Programs**
[Workplace Violence Webpage](#)

Texas Department of Insurance, Division of Workers' Compensation (DWC)-Workplace Safety:

- **Bomb Threats Safety Training Program**
[English](#) / [Spanish](#)
- **Emergency Action Plan Sample Written Program**
[English](#)
- **Emergency Management Fact Sheet**
[English](#) / [Spanish](#)
- **Emergency Evacuation Planning Guide for People with Disabilities**
[English](#) / [Spanish](#)
- **Emergency Response Planning for Hazardous Materials Safety Training Program**
[English](#) / [Spanish](#)
- **Fire Prevention Plan Sample Written Program**
[English](#)
- **Fire Prevention Fact Sheet**
[English](#) / [Spanish](#)
- **Fire Safety Workplace Program**
[English](#) / [Spanish](#)
- **First Aid Kits-Take 5 for Safety**
[English](#) / [Spanish](#)
- **Flash Flood Alert-Take 5 for Safety**
[English](#) / [Spanish](#)
- **Health Care Facilities and Workplace Violence Prevention Safety Training Program**
[English](#) / [Spanish](#)
- **High-Rise Building Evacuations Checklist**
[English](#) / [Spanish](#)
- **Hurricane Preparation Fact Sheet**
[English](#) / [Spanish](#)
(continued)

Texas Department of Insurance, Division of Workers' Compensation (DWC)- Workplace Safety Resources (continued)

- **Hurricane, Flood, and Tornado Recovery and Clean-Up Safety Fact Sheet**
[English](#) / [Spanish](#)
- **Lightning Safety Training Program**
[English](#) / [Spanish](#)
- **Power Line Safety Fact Sheet**
[English](#) / [Spanish](#)
- **Thunderstorm, Hail, and Lightning Safety Fact Sheet**
[English](#) / [Spanish](#)
- **Tornado Safety Take 5 for Safety**
[English](#) / [Spanish](#)
- **Workplace Emergencies Safety Training Program**
[English](#) / [Spanish](#)
- **Workplace Violence: Preventing Attacks from Known Assailants Workplace Program**
[English](#) / [Spanish](#)
- **Workplace Violence: Protecting Employees from External Threats Fact Sheet**
[English](#) / [Spanish](#)

For more information on emergency management, contact a DWC safety training specialist at SafetyTraining@tdi.texas.gov or **1-800-252-7031, Option 2**.



www.txsafetyatwork.com

1-800-252-7031, Option 2

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