

# Safety Training

Emergency Preparedness,  
Business Continuity and  
Communication Plan

Updated 12/11/2024



# Agenda

## After This Training, You Will Know How:

1. To respond to emergencies
2. To report an emergency
3. Lifeline of Ohio will communicate with you during and after an emergency
4. Lifeline of Ohio will perform business continuity
5. To access resources for emergency planning

# Emergency Preparedness and Business Continuity

Responding to an emergency is everyone's responsibility

1

Read and understand this training

2

Be prepared to respond to emergencies while volunteering for Lifeline of Ohio

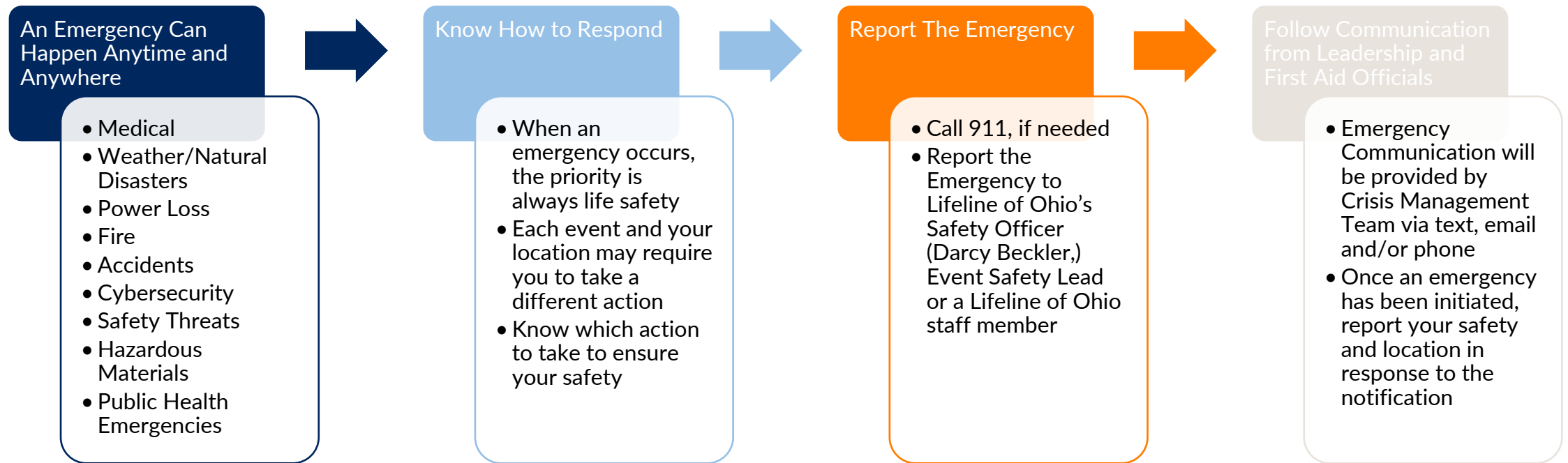
3

Ensure your contact information and emergency contacts are up to date in Volgistics

4

Develop an emergency preparedness plan with your family

# Emergency Preparedness and Business Continuity



# Emergency Preparedness and Business Continuity

Lifeline of Ohio's Crisis Management Team will evaluate an emergency, communicate, and initiate the Business Continuity Plan, if needed

Lifeline of Ohio uses Regroup, an emergency notification system to communicate with staff, contractors and volunteers to:

- Provide notification of the emergency and immediate protective action to take
- Provide direction and support to respond to the emergency
- Initiate the business continuity plan
- To receive Lifeline of Ohio Public Event Emergency Notifications, text 'join Lifeline' to 31002

The Crisis Management Team will coordinate and communicate with emergency management agencies and media

# Protective Actions for Life Safety

Evacuation may be required with little warning and the impact of the event determines the type of evacuation needed.

Complete Evacuation	Horizontal/Vertical Evacuation	Area Evacuation	Sheltering	Shelter – In - Place	Lockdown
<ul style="list-style-type: none"><li>• Leave the building and assemble at the flag poles</li><li>• Only use the stairs</li></ul>	<ul style="list-style-type: none"><li>• Evacuate certain areas based on the impact to the building</li></ul>	<ul style="list-style-type: none"><li>• Evacuation away from the area of an incident</li></ul>	<ul style="list-style-type: none"><li>• Move to shelter in the strongest part of the building<ul style="list-style-type: none"><li>• Stairwells or restrooms on the first floor</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Move away from windows, into the core of the building</li><li>• If you are outside, enter the building immediately</li><li>• Remain sheltered until you are told by emergency officials that it is safe to evacuate</li></ul>	<ul style="list-style-type: none"><li>• Seek refuge in a room, close and lock the door and barricade the door, if possible</li></ul>

# Emergency Preparedness and Business Continuity Resources

Have a plan for your home  
and with your family

Ready.gov provides you  
with resources to develop  
a plan

# Fire Safety



# Fire Safety

## All staff, volunteers, visitors

- If a fire is discovered
  - Activate the nearest fire alarm
  - Call 911
- Fight the fire only if
  - Someone has called 911
  - The fire is small and is not spreading to other areas
  - Escaping the area is possible by backing out to the nearest exit
  - You know how to use the fire extinguisher
- Leave the building and assemble in the north corner of the lot by the flag poles
- Remain outside until the Safety Officer or designee announces it is safe to reenter

## Supervisors

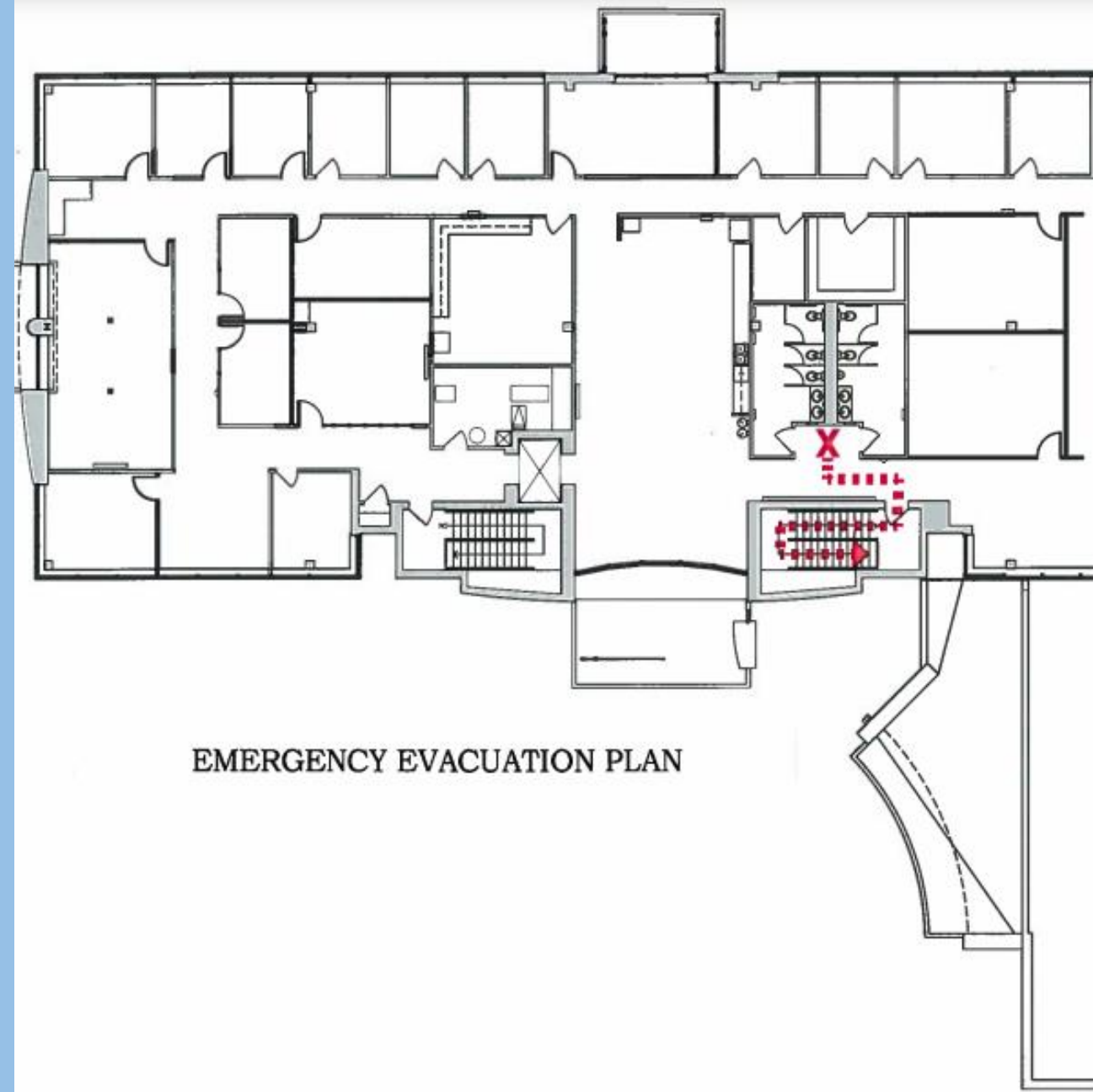
- Coordinate an orderly evacuation, closing doors behind you
- Perform an accurate head count of staff and volunteers
- Provide necessary information to the Safety Officer
  - About the building
  - Missing staff, volunteers, visitors

# Evacuation Routes

Emergency Exits are marked throughout the building

Fire extinguishers available in each hallway

Fire alarm pull stations at stairwells and exits



**EMERGENCY EVACUATION PLAN**

# Power Loss at Lifeline of Ohio

# Power Loss

Lifeline of Ohio has back up power to certain areas of the building

If the power is out, take the following steps:

- Notify a Lifeline of Ohio staff member of the power loss
- Determine if anyone is in the elevator and report this status to the Safety Officer
- Turn off unnecessary equipment and appliances
- The Crisis Management Team will provide further instructions



# Severe Weather and Natural Disasters

# Tornado Safety

- A tornado can:
  - Happen anytime and anywhere
  - Bring intense winds, over 200 miles per hour
  - Look like funnels
- If there is a tornado or severe weather warning:
  - Go to NOAA Weather Radio and the local news for where you are located
  - Follow the instructions of state and local officials



# Tornado Warning

Go to a safe shelter immediately and protect yourself by covering your head and neck your arms

## In the Office

- Proceed to an interior space on the first floor
- Stairwell
- Restrooms
- Avoid windows and glass

## While Traveling

- Find a public shelter such as a rest stop
- Do not go under an overpass or bridge. You are safety in a low, flat location.

## At a Partner Organization

- Follow instructions provided by the organization
- Do not leave until the sever weather has subsided

# After a Tornado Warning

## In the Office

- Leadership or the Safety Officer will notify employees and volunteers it is safe to return to their office
- Continue to monitor weather alerts

## While Traveling

- Notify the Safety Officer or your supervisor of your safety
- Continue to monitor weather alerts and determine if it safe to continue travel

## At a Partner Organization

- Follow instructions provided by the organization
- Do not leave until the sever weather has subsided



# If A Tornado Occurs

- Seek emergency assistance, if needed, by calling 911
- Stay clear of fallen power lines or broken utility lines
- Contact the Safety Officer or a Lifeline of Ohio staff member to notify them of your safety
- The Crisis Management Team will provide updates to the organization and initiate the Business Continuity Plan, if needed

# Flood

Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common natural disaster in the United States. Failing to evacuate flooded areas or entering flood waters can lead to injury or death.



# Flood Warning

Floods may develop slow or quickly. Flash floods can come with no warning and result from rain, snow, coastal storms, storm surges and overflows of dams and other water systems.

- Find safe shelter right away.
- Do not walk, swim or drive through flood waters. Turn Around, Don't Drown!
- Remember, just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off bridges over fast-moving water.
- Depending on the type of flooding:
  - Evacuate if told to do so.
  - Move to higher ground or a higher floor.
  - Stay where you are.
- Evacuate immediately, if told to evacuate. Never drive around barricades. Local responders use them to safely direct traffic out of flooded areas.
- Listen to EAS, NOAA Weather Radio or local alerting systems for current emergency information and instructions regarding flooding.
- Stay inside your car if it is trapped in rapidly moving water. Get on the roof if water is rising inside the car.
- Get to the highest level if trapped in a building. Only get on the roof if necessary and once there, signal for help.

Cybersecurity

# Cyberattacks & Cybersecurity

You can avoid cyber risks – take time to review [Cybersecurity | Ready.gov](https://www.ready.gov/cybersecurity)

- Cyberattacks are malicious attempts to access or damage a computer or network system that can:
  - Access your computer, cell phone or other internet and Bluetooth-connected devices.
  - Block the company's access to information and accounts
  - Damage the financial security of our organization
- Cybersecurity involves preventing, detecting and responding to those cyberattacks that can have wide-ranging effects on individuals, organizations, the community and the nation.
- Be cautious about providing personal information or clicking on links in texts or emails. If you suspect any information from Lifeline of Ohio, reach out to Lifeline of Ohio's volunteer coordinator.

Active Shooter

# Prepare Before

- Stay alert. Always be aware of your environment and any possible dangers.
- If you see something, say something to local authorities. That includes suspicious packages, people behaving strangely or someone using strange communications.
- Observe warning signs. Signs might include unusual or violent communications, substance abuse, expressed anger or intent to cause harm. These warning signs may increase over time.
- Have an exit plan. Identify exits and areas to hide wherever you go, including work, school and special events.
- Learn lifesaving skills. Take trainings such as You Are the Help Until Help Arrives and first aid to assist the wounded before help arrives.



# How to Respond

## Run to Safety

- **Seek safety.** Getting away from the attacker is the top priority.
- Leave your belongings behind and get away.
- Call 9-1-1 when you are safe and describe the attacker, location and weapons.

## Cover and Hide

- Cover and hide if you can't evacuate. Find a place to hide out of view of the attacker and put a solid barrier between yourself and the threat if possible.
- Lock and block doors, close blinds and turn off lights.
- Keep silent.

## Defend, Disrupt, Fight

- **Fight only as a last resort.** When you can't run or cover, attempt to disrupt the attack or disable the attacker.
- Be aggressive and commit to your actions.
- Recruit others to ambush the attacker with makeshift weapons such as chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the attacker.

## Help the Wounded

- Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care. Call 9-1-1 when it is safe for you to do so.



# Be Safe After

## When Law Enforcement Arrives

- Remain calm and follow instructions.
- Keep hands visible and empty.
- Report to designated areas to provide information and get help.
- Follow law enforcement's instructions and evacuate in the direction they tell you to go. Listen to law enforcement for information about the situation.
- Once you have reached a safe location or an assembly point, do not leave until law enforcement authorities have instructed you to do so.
- Share updates as you can with family and friends.

# Vehicle Accident

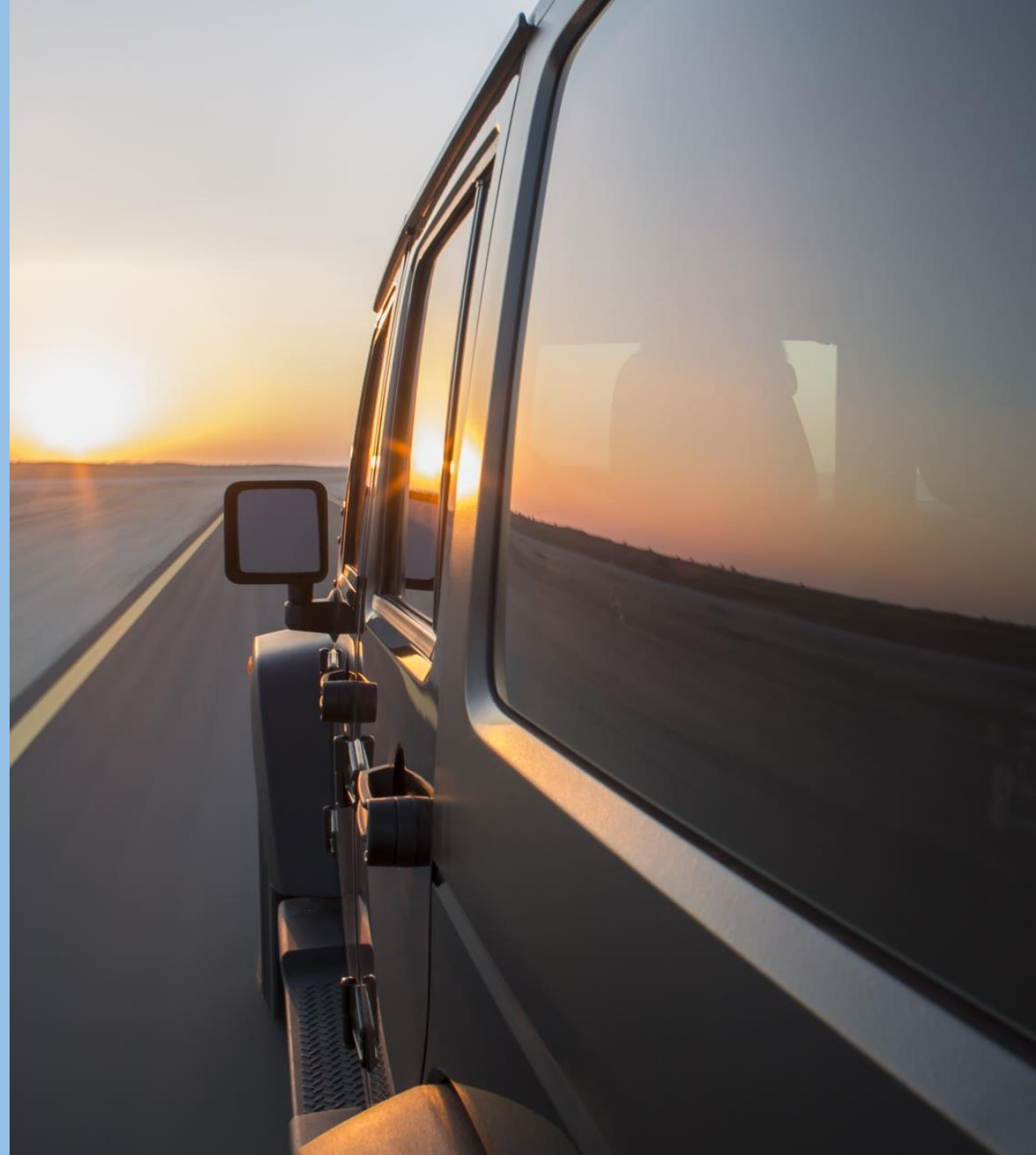
# Driver Safety

Safety takes precedence over expediency and short cuts

We will make every attempt to prevent the possibility of an accident

We will comply with all federal, state and local regulations

We pledge to always demonstrate defensive driving practices



# Driver Safety

We are committed to safety

A reliable, safe transportation fleet ensures we can provide essential services

- Routine maintenance is performed on all vehicles

- Report unsafe mechanical conditions or broken or cracked glass to Human Resources

We partner with NORA to provide transportation

Lifeline of Ohio provides mileage reimbursement if fleet vehicles are not available

If you are in an accident and need medical attention, call 911 or visit your nearest OhioHealth ER

Report any incident, including not at fault accidents, to Human Resources

- If you are transporting organs, tissue or eyes, contact your administrator on call as soon as possible to arrange for someone to take over transport

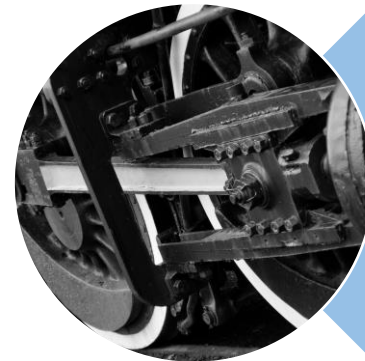
# Explosion and Hazardous Materials

# Explosions & Hazardous Materials Incidents



## Intentional

- Bomb
- Suspicious package



## Unintentional

- Result of an accident
  - Train derailment
  - Building failure

# Hazardous Materials Incident

Hazardous materials can include explosives, flammable and combustible substances, poisons and radioactive materials. Emergencies can happen during production, storage, transportation, use or disposal.

During an event, listen to the local radio or television stations for details information and follow instructions carefully. If you are:

## Asked to Evacuate

- Do so immediately

## Caught Outside

- Stay upstream, uphill and upwind
- Do not walk into or touch any spilled liquids, airborne mists or solid chemicals
- Stay away from accident victims until the hazardous material has been identified

## In a car

- Stop and seek shelter in a permanent building
- If you remain in your car, keep your windows and vents closed and shut off the air conditioner and heater

## Asked to stay indoors

- Close and lock all exterior doors and windows
- Turn off air conditions and ventilation systems or set ventilation to 100% recirculation
- Seal gaps under and around doorways and windows

# If There Is an Explosion

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.



Pandemic

# Pandemic

A new virus, like COVID-19, can emerge from anywhere and quickly spread around the world

- Take action to protect yourself and others:
  - Wash your hands often with soap and water for at least 20 seconds
  - Cover your mouth and nose with a mask while in public
    - PPE is available for those who work in clinical settings
  - Clean and disinfect high-touch objects
  - Stay at home
    - Prepare to work remote for as long as needed
  - Follow guidance from the CDC
    - Lifeline of Ohio will follow the CDC's recommendations to keep staff and volunteers safe

# Thank you!

Contact us

Molly Craig, Volunteer Coordinator

614-384-7346

[mcraig@lifelineofohio.org](mailto:mcraig@lifelineofohio.org)

