

Example of research paper on emergency response program

[Business](#), [Management](#)



Abstract Incidences can be disastrous in the event that they occur, hence the need for a proper plan or program that may help to handle, or reduce the negative impact such may have on an organization. Organizations, therefore, need a well researched and articulated program that contains key elements, units involved, in order to act effectively, and in a professional manner.

An emergency response program should consist of a response plan and procedures needed for effective guidance in the event an incidence occurs (United States, Environmental Protection Agency, Office of Solid Waste and Emergency Response, Environmental Protection Agency and Chemical Emergency Preparedness and Prevention Office 15). This program will help the organization to develop a standard guideline to be used for evacuation purposes. This program is of importance to organizations as it helps in business continuity. This will enable the organization continue its operations in the event of an incidence. It will also help to maintain the worker's safety (US, Occupational Safety and Health Administration 1), by outlining safety procedures. **PURPOSE:** The main objective of this emergency response program is to help the organization in preparing, to allow for a swift response in the event of an incidence. The program also highlights the priorities, aimed at protecting lives of the employees, as well as reducing risks and the extent of damage, after an event occurs. **PRIORITY:** To assist in the evacuation process, as well as help to account for every employee. To help the organization develop and establish proper contacts with other local emergency service providers within the city. To help in assembling other evacuation response team, to help in areas that have been addressed as mandatory To help conduct search and rescue operations. To help the

organization in preventing damage to the property by outlining preventive measures and guidelines on proper and safe equipment evacuation procedures, as well as salvage company property. To help the company conduct incident analysis and evaluation so as to improve further in other areas. KEY PERSONEL INVOLVED IN CORDINATION The facility manager The occupational health and safety manager The IT manager The lead health and safety supervisor RESPONSIBILITIES This section outlines the staff in authority, as pertains planning for the evacuation procedures, as well as mapping out all possible exits in the case of an incident.

Facility Manager The manager will help in evaluating casualties as reported. The manager will layout possible guidelines based on experience and general expertise in order to help in executing the emergency response procedure. The manager will also coordinate capacity building activities to employees, to assist them handle situations during evacuation procedures. The manager will also help the organization in conducting drills, which can be compared to real life situation in order to practice proper disaster management skills. The manager will also help in preparing emergency preparedness reports after carrying out successful drilling in the organizational premises. The manager will also make the necessary emergency response requirements. Occupational health and safety manager Shall keep an up to date list of all inventory as pertains the emergency response equipment. Shall ensure proper maintenance, of emergency response equipment, as well as help in scheduling annual maintenance on major equipment. Shall help in training emergency response personnel. Shall help in developing emergency response programs Shall

coordinate with the external parties on fire fighting procedures in the event that the fire is reported within the establishment. IT Manager Shall layout an effective plan to ensure that all important computing resources and networks are protected. Shall ensure that backup locations are secure. Shall prevent improper use, and access to computing resources to prevent sabotage. Lead health and safety supervisor Shall take full responsibility of leading all members of staff including visitors, by directing them through proper channels. Shall make any arrangements in order to assist staff members with disabilities. Shall arrange to guide staff on the way to the assembly area. Shall lead and brief the staff members on the occurrence and the safety procedures being carried out to guarantee them safety. Shall work closely with the human resources in order to help in accounting for all members. Shall ensure that movement is minimized to prevent further casualties. SITE SECURITY AND CONTROL This shall be coordinated by the security manager, together with the health and safety supervisor. Shall have the responsibility of directing staff members to safe locations, during evacuation. The security manager shall ensure that no crime, or employee carry's any organizational belonging outside the premises. The security manager shall inform the higher authorities concerning the occurrence at the company. FIRST AID ADMINISTRATION This shall be carried out as a first measure towards maintaining employee health. It shall be conducted by the safety manager, who shall mobilize the team working under his department.

EMERGENCY RESPONSE PROCEDURES INCIDENT REPORTING Management Notification: The management shall be notified immediately in the event an incidence occurs. This information shall be directed to both the facility and

occupational health and safety managers. Emergency Response Team

Notification: The Company shall notify all the emergency and response team members through their cell phones. Their number shall be posted on the

main notice board, as well as be distributed to all departments. Employee

Notification The employees, including administrative staff and incoming visitors shall be notified through the main alarm system. The external

speakers shall also be used in notifying the employees in the instances of

emergencies. External Notification The company shall contact the local

sheriff's office through the landline. Their number shall be posted on every notice board along the corridors of the organization. Each department shall

also have its copy.

The police department shall provide additional support in terms of controlling

access by unauthorized personnel. The company shall provide first hand

medical services while at the same time contact the county's medical facility

to provide ambulance services in case the number is way above the

stipulated support limit. The company shall also use its public relations

department to address the media in case of any reported news that is not

true.

EVACUATION PROCEDUREThis section highlights the procedures for safe evacuation. These procedures are to be adhered to strictly by all members.

PROCEDUREThe evacuation process will be determined immediately after the evacuation alarm is turn on. The evacuation instructions shall be

followed, and every staff is expected to proceed as directed. The procedure

shall be under the guidance of the following personnel. **CONCLUSION**The

above document shall be followed by all staff to ensure proper handling of

incidences at all times. This is to ensure that standard procedures are followed in order to reduce incidences of bodily harm.

Works Cited

Principal Emergency Response and Preparedness: Requirements and Guidance. Lanham, Md: Government Institutes, 2008. Web.

Risk Management Program Guidance for Propane Storage Facilities (40 Cfr Part 68). Washington, D. C.: U. S. Environmental Protection Agency, Office of Solid Waste and Emergency Response, 1998. Print.