

## **Questionnaire 10.4 Consolidating the action: what are you going to do about it?**

When you identify and consider the emergency situations that could occur within the workplace that you manage, you need to action plan the conclusions that you draw, focusing on the areas where the need for control is greatest. Bear in mind that any planning must include all shifts undertaken within your department.

There are five principal areas in which you will need to take action in order to adequately control any emergency situation for any shift and the people involved. Use the following questionnaire to help you design or test your action plan for emergency procedures.

### **1. Assessing the situation**

Whatever has happened needs to be assessed as quickly as possible!

1. What has happened?
2. What is the outcome or extent of the damage or harm caused by what has happened?
3. How many people are injured or affected by what has happened?
4. What damage has been caused and to what has the damage been caused?
5. What else could happen immediately, as a result of the initial damage if speedy action is not taken?

### **2. Protecting people**

6. How many people need immediate help – for their injuries or to escape to safety?
7. What kind of help do the injured need?
8. How many casualties could be effectively handled by a first-aider?
9. How quickly can first aid and medical help be summoned?
10. When summoned, how quickly will the help arrive?
11. Are escape routes blocked because of the situation?
12. How can alternative escape routes be provided?
13. Is it necessary to effect a rescue for any one?
14. Is rescue needed because of:

- fire?
  - collapsed walls?
  - collapsed ceilings?
  - flood?
  - confined space working?
  - collapsed trenching?
  - overturned vehicles?
  - escape of gas or toxic chemicals?
15. How dangerous is it to effect a rescue?
  16. Is professional help required for the rescue?
  17. How can others be prevented from entering the danger zone?
  18. What is needed to prevent others from entering the danger zone?
  19. What is to hand that can be used as barriers or fencing?
  20. Is there a risk of explosion from fire spreading to flammable stores?
  21. Is there a risk of explosion from fire spreading to gas bottles and pipes?
  22. Is there a risk of explosion from fire spreading to parked vehicles?
  23. Are people in the neighbourhood in any danger?
  24. Do the neighbourhood or people in the external vicinity need to be alerted?

### **3. Alerting, notifying and informing others**

#### *Alerting*

25. Who will need to be alerted to the dangerous situation?
26. What is the quickest way of alerting others in the building to the dangerous situation?
27. What action will these people need to take?
28. What will need to be provided for them to take the identified action?
29. Could further harm be caused by this action?
30. Do people in the immediate vicinity or neighbouring properties need to be alerted to the situation?
31. Is external professional help required for the notification and evacuation of the immediate neighbourhood?

32. How can this help be obtained?
33. Will contacting this help be easy?

***Notifying***

34. Who will need to be notified of the emergency situation?
35. What are the reasons for notifying them of the situation?
36. What information will need to be notified to these people?
37. How easily accessible is this information?
38. What is the quickest way of notifying them of the situation?

***Informing***

39. How can any casualties be identified?
40. Who will need to be informed of the number of casualties?
41. Who will need to be informed of the identification of the casualties?
42. Are contact numbers for relatives of casualties easily accessible and available?
43. What information will need to be given to relatives?
44. How is this information to be ascertained?

**4. Obtaining the help that is needed**

45. What immediate help will be needed?
46. Will help be required from:
  - the fire authority?
  - the accident and emergency services?
  - the Environment Agency?
  - a structural engineer?
  - the police?
  - the media?
  - the military or bomb disposal squad?
47. What is the quickest way of summoning this help?
48. Are telephone/contact numbers easily accessible for this help?
49. What is the previously identified given response time of this help?

50. Is all information that may be required readily available and previously prepared, such as:
- identification of substances?
  - identification of gases?
  - and so on?

### **5. Preventing further harm happening**

51. Are mains power switches and stop valves easy to operate?
52. Who is to be the elected spokesperson for the media?
53. Has a statement for an emergency situation been preprepared?
54. Is the statement easily accessible and locatable?
55. What will happen if:
- telephones are knocked out by the emergency?
  - computer links are knocked out by the emergency?
56. Where is the next nearest point to the building with telephone access?
57. If this is a call box, will it be working, and will money/coins be required?
58. Is a mobile phone available?
59. What if the mobile phone is in an area where a signal cannot be obtained?