

## D. 1) What is a workplace Emergency?

→ A workplace emergency is any sudden, unexpected event that threatens people or the work environment. These can be fires, medical emergencies, natural disasters, or security threats. They disrupt operations and require immediate action.

## 2) How do you protect yourself, your employees, and your business?

→ The best way to protect yourself and your organisation is to develop a well-thought-out emergency action plan to guide the employees in the event of an emergency.

## 3) What is an emergency action plan?

→ An Emergency Action plan (EAP) is a written document that outlines how to respond to various emergencies in a specific location.

- This plan is specifically typically required by law in workplaces, but it's also a good idea to have one at home, school, or any place where people gather.
- The main purpose of an emergency action plan is to keep everyone safe in an emergency situation.
- By having a plan in place & knowing what to do, people can avoid confusion, injury and property damage.



4) What should your emergency action plan include?

→ A well-crafted emergency action plan (EAP) guides employees during emergencies. Here's what to include: -

- Identify :- Workplace hazards & plan for likely threats.
- Evacuation :- Define clear routes, exits, and assembly points, Assign wardens.
- Communication :- Establish how emergencies are announced & who communicates with responders.
- Procedures :- Outline actions for different emergencies (e.g. fire extinguisher use, first aid).
- Training :- Train employees on the EAP & conduct regular drills.
- Maintain the plan :- Regular review, update and distribute the EAP.



## 8. Cylindrical Pressure vessel

9. Which of the following contains everything you need to know about evacuating your facility safely?
- (a) Evacuation Diagram
  - (b) Emergency Action Plan
  - (c) Employee Directory
  - ☒ (d) Both (a) and (b)
10. The best course of action to take during a medical emergency is to \_\_\_\_\_.
- (a) Begin first aid immediately
  - (b) Activate the emergency plan for reporting injuries
  - (c) Notify the person's family about the situation
  - ☒ (d) Both (a) and (b)

### B. Fill in the blanks

1. Emergency is a serious or crisis situation that needs \_\_\_\_\_ attention and \_\_\_\_\_. **Immediate action**
2. A \_\_\_\_\_ sign will warn people to walk carefully on freshly mopped floors.
3. \_\_\_\_\_ signs can prevent accidents on a staircase with a sharp bent or warn against a loose floor tile.
4. The \_\_\_\_\_ should be responsible to handle evacuation process. **coordinator**
5. Workplace fires are commonly caused by improper storage of \_\_\_\_\_ material or \_\_\_\_\_ dust.
6. There should always be an \_\_\_\_\_ plan for scheduled electrical maintenance or work.
7. If the victim is breathing and has a heartbeat, give \_\_\_\_\_ for injuries and treat for shock. **7. First aid**
8. A fire extinguisher is a \_\_\_\_\_ containing an agent which can be discharged to extinguish a fire.

### C. State whether the following statements are True or False

1. The organisation's policies and guidelines is the best guide to handle emergency. **T**
2. If someone is injured, act as per your impulse or gut feeling. **F**
- T** 3. Keep water and food items away from electrical equipment.
4. Always switch off the electrical circuits. **T**
5. Always wear protective equipment, such as gloves and shoes. **T**
6. A fire extinguisher is a protection device used to extinguish fires. **T**
- F** 7. Flammable materials can be placed around an door exit.
8. You can determine possible evacuation routes from floor plan diagrams posted in your facility. **T**

**2 wet floor**

**3. watch your steps**

DOMESTIC DATA ENTRY OPERATOR – CLASS X

2023-24

**5. Flammable, Combustible**

**6. Emergency response**

## Check Your Progress

### A. Multiple choice questions

- What are the steps necessary for operating a fire extinguisher?
  - Identify the safety pin of the fire extinguisher which is generally present in its handle
  - Break the seal and pull the safety pin from the handle
  - Use the fire extinguisher by squeezing the lever
  - All of the above
- Which of the following is an examples of ignition sources of open flames?
  - Gas ovens
  - Lighters in smoking areas
  - Welding torches
  - All of the above
- In fire classification, all liquid, grease, and gas material comes under \_\_\_\_\_.
  - Class A material
  - Class B material
  - Class C material
  - Class A material
- In fire classification, material magnesium, potassium, and sodium comes under \_\_\_\_\_.
  - Class A material
  - Class B material
  - Class C material
  - Class D material
- In fire classification, material wood, cloth, and paper comes under \_\_\_\_\_.
  - Class A material
  - Class B material
  - Class C material
  - Class D material
- In fire classification, electrical material and equipment comes under \_\_\_\_\_.
  - Class A material
  - Class B material
  - Class C material
  - Class D material
- When do we use a fire extinguisher?
  - In case of flood
  - In case of electric shock
  - In case of fire
  - In case of burn injury
- What is the primary fire emergency telephone number is?
  - 011
  - 101
  - 108
  - 111

MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT

## NOTES

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- Which of the following contains everything you need to know about evacuating your facility safely?

- Evacuation Diagram
- Emergency Action Plan
- Employee Directory