SAFETY

1. Personal Protective Equipment (PPE)

- **Gloves:** Insulated gloves to protect against electrical hazards and cuts from sharp components.
- **Safety Glasses:** To protect eyes from debris and refrigerant splashes.
- **Face Shields:** Additional protection during refrigerant handling.
- **Hearing Protection:** When working in noisy environments or near loud equipment.
- **Respirators:** For protection against inhaling refrigerant gases or other hazardous materials.

2. Tools and Equipment Safety

- **Multimeter:** To safely measure electrical parameters without risk of electric shock.
- **Refrigerant Leak Detectors:** Ensuring there are no harmful leaks which could pose a risk.
- **Manifold Gauges:** For safely checking refrigerant pressure without accidental discharge.
- **Vacuum Pumps:** For safely removing air and moisture from the system.

3. Handling Refrigerants

- **Storage:** Proper storage of refrigerants in approved containers and cylinders to prevent leaks and explosions.
- **Recovery Units:** Safe recovery of refrigerants to prevent environmental harm and adhere to regulations.
- **Recycling Units:** Equipment to clean and reuse refrigerants safely.

4. Electrical Safety

- **Lockout/Tagout (LOTO) Procedures:** Ensuring that the electrical supply is securely disconnected before servicing.
- **Insulated Tools:** To prevent electrical shocks while working on live circuits.
- **Ground Fault Circuit Interrupters (GFCIs):** Use in wet environments to prevent electrical accidents.

5. Safety Standards and Regulations

- **OSHA Guidelines:** Adhering to Occupational Safety and Health Administration regulations for working with HVAC systems.
- **EPA Regulations:** Compliance with Environmental Protection Agency standards for handling and disposing of refrigerants.
- **Manufacturer Guidelines:** Following specific safety instructions provided by HVAC equipment manufacturers.

6. Ventilation and Space Safety

- **Proper Ventilation:** Ensuring adequate airflow to prevent the build-up of dangerous gases.
- **Confined Space Protocols:** Procedures for safely working in confined spaces where air conditioning equipment may be installed.

7. Emergency Preparedness

- **First Aid Kits:** Easily accessible and stocked with necessary supplies.
- **Emergency Contact Information:** Clearly posted for quick access in case of an incident.
- **Training:** Regular training sessions on emergency procedures, equipment handling, and first aid.

8. Maintenance and Inspection

- **Regular Inspections:** Scheduled checks for wear and tear, refrigerant leaks, and electrical hazards.
- **Maintenance Logs:** Keeping detailed records of all maintenance and inspections performed on the HVAC systems.

9. Environmental Safety

- **Spill Kits:** For immediate response to refrigerant spills.
- **Proper Disposal:** Adhering to proper disposal methods for old equipment and hazardous materials.

. Assessment and Planning

- **Risk Assessment:** Conduct a comprehensive risk assessment of the current work environment and HVAC systems to identify potential hazards.
- **Safety Plan Development:** Create a detailed safety plan that includes specific safety procedures, PPE requirements, and emergency protocols.

2. Policy and Procedures

- **Develop Safety Policies:** Draft clear safety policies that outline the responsibilities of all employees regarding the use of safety equipment and adherence to safety protocols.
- **Standard Operating Procedures (SOPs):** Write SOPs for all tasks involving air conditioning systems, including maintenance, repair, and installation. These should detail step-by-step processes and safety precautions.

3. Procurement of Equipment

- **Purchase PPE and Tools:** Ensure all necessary PPE and tools are available and meet safety standards. This includes gloves, safety glasses, face shields, hearing protection, respirators, multimeters, manifold gauges, and recovery units.
- **Inventory Management:** Maintain an inventory system to track safety equipment and ensure it is regularly inspected and replaced as needed.

4. Training and Education

- **Employee Training Programs:** Implement mandatory training programs for all employees who work with HVAC systems. This should include initial training as well as regular refresher courses.
- **Emergency Response Drills:** Conduct regular emergency response drills to ensure all employees know how to react in case of an incident.

5. Implementation of Procedures

- **Signage and Labels:** Place clear signage and labels on all HVAC equipment and areas where safety hazards are present.
- **Lockout/Tagout (LOTO):** Implement LOTO procedures to ensure that equipment is properly shut down and not restarted until it is safe to do so.
- **Confined Space Safety:** Develop and enforce confined space entry protocols, ensuring proper ventilation and monitoring when working in tight spaces.

6. Monitoring and Maintenance

- **Regular Inspections:** Schedule regular inspections of all HVAC systems and safety equipment to identify and rectify any potential issues.
- **Maintenance Logs:** Keep detailed maintenance logs for all equipment, documenting inspections, repairs, and any incidents that occur.

7. Communication and Reporting

- **Incident Reporting System:** Establish a system for reporting safety incidents and near misses. Encourage employees to report any safety concerns without fear of reprisal.
- **Safety Meetings:** Hold regular safety meetings to discuss any issues, review safety protocols, and update procedures as necessary.

8. Compliance and Audits

- **Regulatory Compliance:** Ensure all procedures comply with OSHA, EPA, and other relevant regulations. Stay updated on any changes to these regulations.
- **Internal Audits:** Conduct regular internal audits to ensure compliance with safety protocols and identify areas for improvement.

9. Continuous Improvement

- **Feedback Mechanism:** Create a feedback mechanism for employees to suggest improvements to safety practices.
- **Stay Updated:** Keep up with industry best practices and advancements in safety technology. Implement new methods and tools as they become available.

10. Documentation and Record Keeping

- **Safety Documentation:** Maintain comprehensive records of all safety procedures, training sessions, inspections, and incident reports.
- **Access to Documentation:** Ensure all employees have easy access to safety documentation and understand how to use it.

Implementation Checklist

1. **Risk Assessment and Safety Plan:** Completed by [date].
2. **Safety Policy Drafting:** Completed by [date].
3. **Procurement of PPE and Tools:** Completed by [date].
4. **Training Program Development:** Completed by [date].
5. **SOPs for HVAC Tasks:** Completed by [date].
6. **Emergency Response Drills:** Scheduled by [date].
7. **Implementation of LOTO Procedures:** Completed by [date].
8. **Regular Inspection Schedule:** Initiated by [date].
9. **Incident Reporting System:** Launched by [date].
10. **Internal Audit Schedule:** Initiated by [date].

Lock out/Tag out

1. Principles of LOTO

LOTO procedures are based on the following key principles:

- **Isolation:** Isolating the energy source(s) of the machinery or equipment.
- **Lockout:** Using a lock to secure the isolation device in a safe position.
- **Tagout:** Attaching a tag that indicates the equipment is out of service and must not be operated.
- **Verification:** Ensuring that the equipment is effectively isolated and cannot be restarted.

2. Types of Energy Sources

LOTO procedures address various types of energy sources, including:

- **Electrical:** Power supplies and circuits.
- **Mechanical:** Moving parts and mechanisms.
- **Hydraulic:** Pressurized fluids.
- **Pneumatic:** Pressurized air systems.
- **Chemical:** Hazardous substances and reactions.
- **Thermal:** Hot surfaces or materials.
- **Gravity:** Potential energy from elevated parts.

3. LOTO Devices

LOTO devices are critical for securing the equipment and providing visual warnings:

- **Lockout Devices:** These include padlocks, lockout hasps, circuit breaker lockouts, valve lockouts, plug lockouts, and more.
- **Tagout Devices:** Durable tags with clear warnings and information about the lockout status. Tags should be securely attached and resistant to environmental conditions.

4. LOTO Procedures

Implementing LOTO involves the following steps:

4.1. Preparation

- **Identify Energy Sources:** Locate and identify all energy sources associated with the equipment.

- **Notify Affected Employees:** Inform all employees who may be affected by the lockout/tagout process.

4.2. Shutdown

- **Turn Off Equipment:** Shut down the machinery or equipment using the standard stopping procedure (e.g., switch off the power).

4.3. Isolation

- **Isolate Energy Sources:** Disconnect or isolate all energy sources using appropriate means (e.g., switches, valves, disconnects).

4.4. Lockout/Tagout Application

- **Apply Lockout Devices:** Securely attach lockout devices to each energy-isolating device.
- **Attach Tags:** Attach tags to each lockout device to indicate the reason for the lockout and the person responsible.

4.5. Release Stored Energy

- **Relieve Residual Energy:** Safely release or block any stored or residual energy (e.g., bleed hydraulic lines, discharge capacitors).

4.6. Verification

- **Verify Isolation:** Test the equipment to ensure it cannot be operated. This may include trying to start the equipment using normal controls.

4.7. Perform Maintenance

- **Conduct Work:** Perform the required maintenance or servicing tasks.

4.8. Release from Lockout/Tagout

- **Inspect Work Area:** Ensure the work area is clear, and all tools and materials are removed.
- **Notify Employees:** Inform affected employees that the lockout/tagout devices are being removed.
- **Remove Lockout/Tagout Devices:** The person who applied the devices removes them following verification that it is safe to do so.
- **Restore Energy:** Reconnect and restore the energy sources.
- **Test Equipment:** Operate the equipment to ensure it is functioning correctly and safely.

5. Training Requirements

Employees involved in LOTO procedures must receive comprehensive training:

- **Authorized Employees:** Those who apply lockout/tagout devices. Training should cover the types of energy sources, the hazards involved, and the steps to isolate and control them.

- **Affected Employees:** Those who work with or near the equipment being serviced. Training should focus on the purpose and use of the lockout/tagout procedure.
- **Other Employees:** General awareness training for all other employees to understand the importance of lockout/tagout and the prohibition of tampering with LOTO devices.

6. Program and Documentation

- **Written LOTO Program:** Develop a written LOTO program detailing procedures, responsibilities, and training requirements.
- **Documentation:** Maintain records of all training sessions, audits, and lockout/tagout activities.

7. Regular Audits and Inspections

- **Periodic Audits:** Conduct regular audits of the LOTO procedures to ensure compliance and effectiveness.
- **Inspections:** Inspect lockout/tagout devices regularly to ensure they are in good condition and used properly.

Step	Description	Equipment Needed	Responsible Personnel
Preparation	Identify all energy sources and notify affected employees.	Energy source identification tools, notification system	Authorized Employee
Shutdown	Turn off the machinery or equipment using standard stopping procedures.	Operating controls of the machinery/equipment	Authorized Employee
Isolation	Disconnect or isolate all energy sources.	Disconnect switches, valve controls	Authorized Employee
Lockout/Tagout Application	Attach lockout devices to each energy-isolating device and place tags to indicate lockout status.	Padlocks, lockout hasps, circuit breaker lockouts, valve lockouts, plug lockouts, LOTO tags	Authorized Employee
Release Stored Energy	Safely release or block any residual or stored energy.	Bleed valves, discharge tools for capacitors	Authorized Employee
Verification	Verify that the equipment is effectively isolated by attempting to start it using normal controls.	Verification tools (e.g., multimeter for electrical systems)	Authorized Employee
Perform Maintenance	Conduct the required maintenance or servicing tasks.	Maintenance tools	Maintenance Team
Inspection	Ensure the work area is clear and all tools and materials are removed.	Visual inspection tools	Maintenance Team
Notification	Inform affected employees that lockout/tagout devices are being removed.	Notification system	Authorized Employee
Remove Lockout/Tagout Devices	The person who applied the devices removes them after ensuring it is safe to do so.	Keys for padlocks, removal tools for lockout devices	Authorized Employee
Restore Energy	Reconnect and restore the energy sources to the machinery or equipment.	Reconnection tools (e.g., switches, valve controls)	Authorized Employee
Test Equipment	Operate the equipment to ensure it is functioning correctly and safely.	Operating controls of the machinery/equipment	Authorized Employee
Documentation	Record the LOTO procedure, including details of the lockout and tagout, maintenance performed, and any issues encountered.	Documentation tools (e.g., logbooks, digital records)	Authorized Employee
Training and Audits	Conduct regular training for employees and periodic audits of LOTO procedures to ensure compliance and effectiveness.	Training materials, audit checklists	Safety Officer

Lock out/Tag out preparation step by step

Equipment Lockout/Tagout Devices

Device	Description	Usage
Padlocks	Durable locks used to secure energy-isolating devices in the off position.	Used to lock switches, valves, and other isolation points.
Lockout Hasps	Devices that allow multiple padlocks to be attached, ensuring that equipment cannot be operated until all padlocks are removed.	Used when multiple workers are servicing the same equipment.
Circuit Breaker Lockouts	Devices that secure circuit breakers in the off position.	Used for electrical isolation.
Valve Lockouts	Devices that lock valves in the closed position.	Used for isolating hydraulic, pneumatic, and other fluid systems.
Plug Lockouts	Devices that enclose electrical plugs, preventing them from being connected to an outlet.	Used to isolate electrical equipment by securing the plug.
LOTO Tags	Tags that indicate the equipment is locked out and must not be operated.	Used alongside lockout devices to provide visual warnings.
Bleed Valves	Devices used to release stored pressure from fluid systems.	Used to safely release residual energy from hydraulic and pneumatic systems.
Multimeters	Tools used to verify that electrical circuits are de-energized.	Used during the verification step to ensure no electrical energy remains.
Discharge Tools	Tools used to safely discharge capacitors and other stored energy devices.	Used to release stored electrical energy.

What is equipment’s need to prepare for LOCK OUT/TAG OUT

Equipment	Description
Locks	High-quality padlocks with unique keys or combination locks.
Hasps	Lockout hasps allow multiple workers to apply their individual locks to a single energy isolation point.
Lockout Tags	Durable, weather-resistant tags with essential information like reason for lockout/tagout and contact details.
Safety Gloves	Insulated gloves to protect against electrical hazards.
Safety Glasses	Eye protection against debris or flying particles.
Hearing Protection	Earplugs or earmuffs for environments with excessive noise levels.
Voltage Tester	Non-contact voltage tester or multimeter for verifying de-energization of electrical circuits.
Pressure Gauge	Used to confirm safe pressure release in hydraulic or pneumatic systems.
Lockout/Tagout Kits	Pre-assembled kits containing locks, hasps, tags, and other accessories.
Circuit Breaker Lockouts	Specialized devices for preventing accidental switching of power.
Valve Lockout Devices	Secure valves in closed or open position during maintenance.
Electrical Disconnect Lockouts	Prevent re-energization of electrical disconnect switches.
Communication Devices	Two-way radios or communication tools for coordination between workers.
Lockout/Tagout Procedure Documentation	Clearly written procedures for applying and removing lockout/tagout devices.

Air conditioning Safety

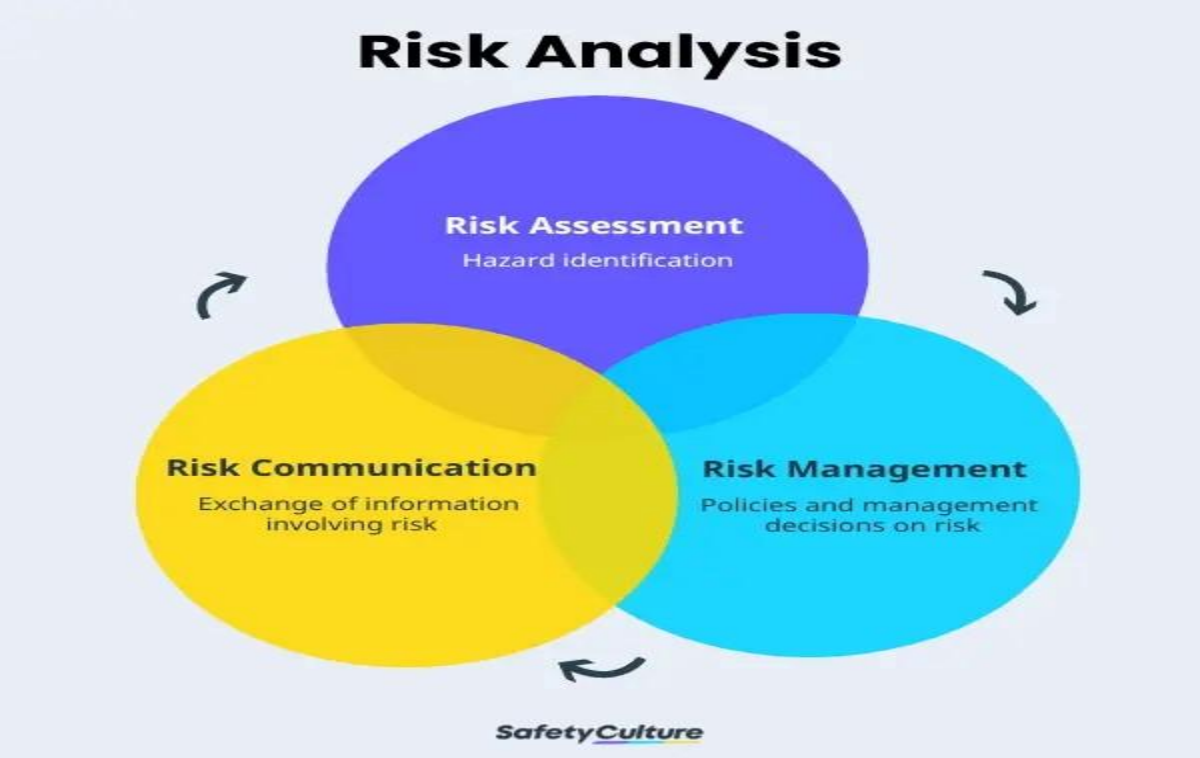
SAFETY PROGRAM

- **Key Components of Safety Program.**

1. Risk Assessment
2. Written safety policies
3. Standard Operating procedures (SOPs)
4. Training and education
5. Personal Protective Equipment (PPE)
6. Equipment Lockout/Tagout (LOTO)
7. Emergency Response Procedures
8. Regular Inspections and maintenance
9. Incident Reporting and Investigation
10. Continuous Improvement

Risk Assessment

RISK ASSESSMENT		
Hazard	Likelihood	Severity
Electrical Shock	High	High
Refrigerant Leak	Medium	High
Moving Parts	Medium	Medium
Chemical Exposure	Low	Medium
Falls from Height	Low	Medium
Noise Exposure	Medium	Low



Control measures	
Hazard	Control measures
Electrical Shock	Ensure proper training on electrical safety practices for all employees.
	Use insulated gloves and tools when working on electrical components.
Refrigerant Leak	Implement regular leak detection inspections.
	Provide training on safe handling and disposal of refrigerants.
Moving Parts	Install machine guards and barriers to prevent access to moving parts.
	Ensure proper lockout/tagout procedures are followed during maintenance.
Chemical Exposure	Store chemicals in designated areas with proper ventilation.
	Provide appropriate PPE, such as gloves and goggles.
Falls from Height	Use fall protection equipment, such as harnesses and guardrails, when working at heights.
Noise Exposure	Implement engineering controls, such as sound insulation or damping, to reduce noise levels.
	Provide hearing protection, such as earplugs or earmuffs, for employees working in noisy areas.

Written safety policies

WRITTEN SAFETY POLICIES	
Policy Area	**Description**
General Safety Policy	Commitment to providing a safe and healthy work environment for all employees.
	Statement of management's commitment to complying with safety regulations and standards.
	Encouragement of employee involvement in safety initiatives.
Hazard Communication	Procedures for identifying and communicating hazards associated with air conditioning systems, including refrigerants, chemicals, and electrical hazards.
	Requirements for labeling hazardous materials and providing safety data sheets (SDS).
Personal Protective Equipment (PPE)	Policy on the use of personal protective equipment (PPE) for employees working on air conditioning systems.
	Requirements for selecting, providing, and maintaining PPE.
	Procedures for employee training on proper PPE use.
Lockout/Tagout (LOTO)	Procedures for isolating energy sources and implementing LOTO during maintenance and servicing of air conditioning systems.
	Training requirements for employees authorized to perform LOTO.
Electrical Safety	Policy on electrical safety practices for working on air conditioning systems, including procedures for lockout/tag out, insulation, and grounding.
	Requirements for conducting electrical inspections and maintenance.
Chemical Handling and Refrigerant Management	Procedures for safely handling, storing, and disposing of refrigerants and chemicals used in air conditioning systems.
	Requirements for leak detection and maintenance of refrigerant systems.
Emergency Procedures	Policy on emergency response procedures for incidents such as leaks, fires, and electrical shocks.
	Evacuation procedures and emergency contacts.
Training and Education	Policy on safety training requirements for employees working on air conditioning systems, including initial and refresher training.
	Procedures for documenting and tracking employee training records.
Reporting and Investigation	Procedures for reporting and investigating safety incidents and near misses involving air conditioning systems.
	Requirements for documenting incidents, conducting investigations, and implementing corrective actions.
Program Evaluation	Policy on regular evaluation and review of the safety program to ensure effectiveness and compliance with regulations.
	Procedures for soliciting feedback from employees and making improvements as needed.

Standard Operating procedures (SOPs)

5. Why are SOP's important?

- Describe how to perform routine activities
- Provide a training aid
- Guide & standardise working procedures
- Ensure quality & integrity of data generated/information captured
- Reconstruction/repeatability
- Provide an auditing tool
- Consistency
- Written documentation of proper procedures
- Toolbox for staff
- Documentation of staff training

What is SOP?

a document which describes the operations of a certain work or job in order to ensure its quality

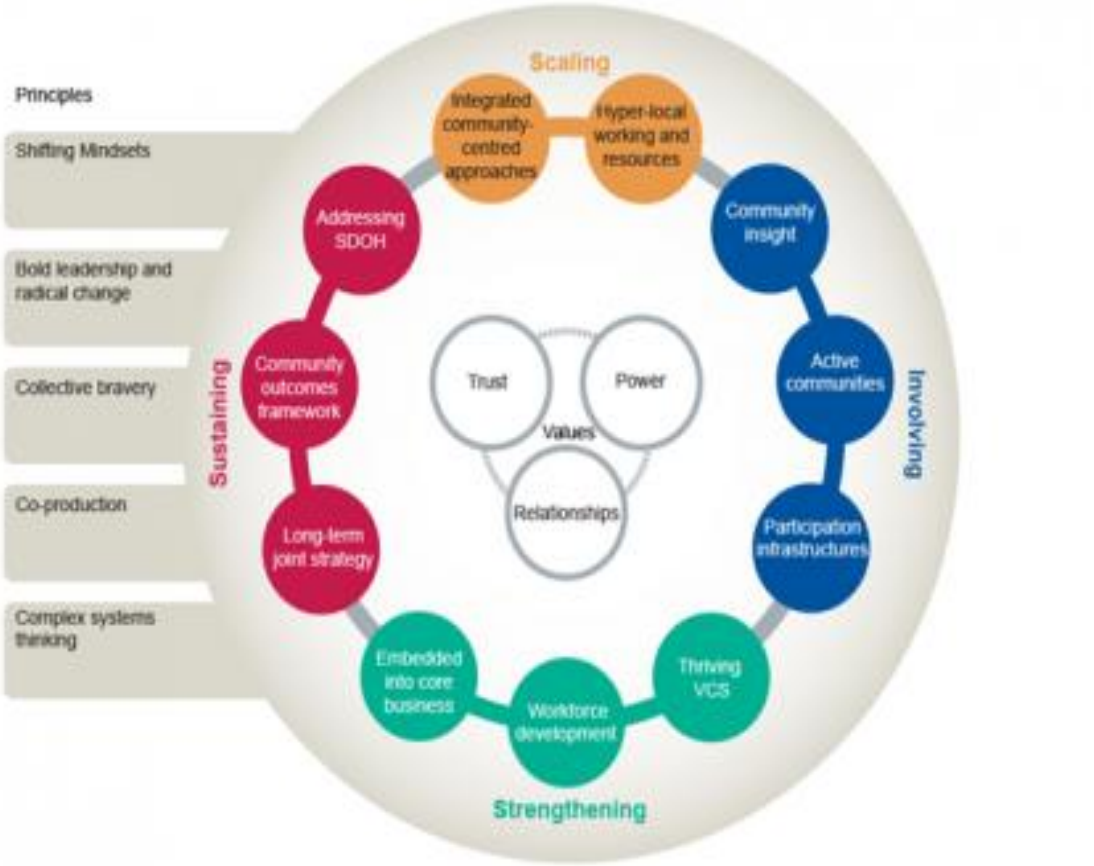
a set of compulsory instructions, systems, procedures or steps which is written so that other individuals can follow to complete the job safely

It also maximizes operational and production requirements

The purpose of a SOP is to carry out the operations correctly and always in the same manner.

Standard Operating Procedure

- What is an SOP?
- Who should Write?
- Format and Content of SOPs
- How to Implement
- Managing Change Control
- Who is Responsible?
- Who looks at them?



STANDARD OPERATING PROCEDURES (SOPs)	
Task	**Description**
Equipment Inspection	Procedure for visually inspecting air conditioning equipment to identify signs of wear, damage, or malfunction.
	Frequency of inspections and checklist of items to inspect (e.g., filters, coils, fans, electrical connections).
Routine Maintenance	Steps for performing routine maintenance tasks, such as cleaning filters, lubricating moving parts, and checking refrigerant levels.
	Recommended maintenance schedule and documentation requirements.
Emergency Procedures	Procedure for responding to emergency situations, such as equipment breakdowns, leaks, or power failures.
	Steps to follow to ensure the safety of personnel and minimize damage.
System Installation	Step-by-step instructions for installing air conditioning systems, including positioning units, connecting components, and testing functionality.
	Requirements for compliance with manufacturer specifications and building codes.
Troubleshooting	Process for diagnosing and troubleshooting common issues with air conditioning systems, such as insufficient cooling, strange noises, or airflow problems.
	Troubleshooting flowcharts or decision trees to guide technicians through the problem-solving process.
Refrigerant Handling	Procedures for handling refrigerants safely, including proper storage, transport, and disposal.
	Requirements for leak detection and repair, as well as documentation of refrigerant usage.
Electrical Safety	Guidelines for working safely with electrical components of air conditioning systems, including procedures for de-energizing circuits, using insulated tools, and testing for voltage.
	Requirements for lockout/tag out (LOTO) procedures and electrical inspections.
Record Keeping	Procedures for documenting all maintenance, repairs, inspections, and safety-related activities related to air-conditioning systems.
	Requirements for maintaining records in compliance with regulatory standards.

Training and education

Training and Education	
Task	**Description**
Training Needs Assessment	Procedure for conducting a needs assessment to identify training needs related to air conditioning systems.
	Identification of target audience, training objectives, and desired outcomes.
Training Program Development	Guidelines for developing training programs for employees working on air conditioning systems, including content development, delivery methods, and evaluation criteria.
	Incorporation of regulatory requirements and best practices into training materials.
Training Documentation	Requirements for documenting training activities, including attendance records, training materials, and evaluation results.
	Procedures for maintaining training records and ensuring compliance with regulatory standards.
Refresher Training	Procedures for conducting refresher training sessions to reinforce knowledge and skills related to air conditioning systems.
	Identification of topics for refresher training based on changing regulations, technology updates, and incident trends.
Training Evaluation	Guidelines for evaluating the effectiveness of training programs, including pre- and post-training assessments, feedback surveys, and performance evaluations.
	Use of evaluation data to identify areas for improvement and inform future training initiatives.

Personal Protective Equipment (PPE)

Personal protective equipment(PPE)	
Task	**Description**
PPE Assessment	Identification of potential hazards, such as chemical exposure, electrical hazards, and physical hazards.
	Procedure for conducting a PPE assessment to identify hazards and determine the appropriate PPE for employees working on air conditioning systems.
Selection of PPE	Guidelines for selecting appropriate PPE based on the results of the PPE assessment and specific hazards present.
	Consideration of factors such as effectiveness, comfort, and compatibility with other safety equipment.
Provision of PPE	Procedures for providing employees with the necessary PPE, including issuing, sizing, and fitting of equipment.
	Requirements for maintaining an adequate supply of PPE and ensuring replacements are available when needed.
Training on PPE Use	Guidelines for providing training to employees on the proper use, care, and maintenance of PPE.
	Training topics may include fitting and adjustment, inspection, cleaning, and storage of PPE.
Enforcement of PPE Policies	Procedures for enforcing PPE policies and ensuring compliance among employees.
	Responsibilities of supervisors and management in monitoring PPE usage and addressing non-compliance.
Regular Inspection	Guidelines for conducting regular inspections of PPE to ensure it remains in good condition and continues to provide adequate protection.
	Frequency of inspections and criteria for determining when PPE needs to be repaired or replaced.
Record Keeping	Requirements for documenting PPE usage, inspections, and maintenance activities.
	Procedures for maintaining records of employee training on PPE and any incidents or near misses related to PPE.

Equipment Lockout/Tagout (LOTO)

Equipment Lockout/Tagout (LOTO)	
Task	**Description**
Hazard Identification	Procedure for identifying energy sources and potential hazards associated with air conditioning equipment.
	Identification of all sources of energy, including electrical, mechanical, and pneumatic sources.
Equipment Preparation and Isolation	Steps for preparing equipment for LOTO, including shutting down and isolating energy sources.
	Procedures for releasing stored energy and dissipating residual energy.
Lockout Application	Procedure for applying lockout devices to energy-isolating devices to prevent re-energization.
	Requirements for using lockout devices, including locks, tags, and hasps.
Tagout Application	Guidelines for using tagout devices to provide additional warning and identification during LOTO procedures.
	Requirements for tagging procedures, including tag content and placement
Verification of Isolation	Procedures for verifying the effectiveness of equipment isolation and lockout/tagout devices before beginning work.
	Requirements for conducting visual inspections and functional checks.
Work Authorization and Communication	Process for obtaining authorization to perform work under lockout/tagout.
	Communication protocols for informing affected personnel of LOTO activities.
Equipment Restoration and Verification	Steps for safely restoring equipment to service after completion of work.
	Procedures for removing lockout/tagout devices, verifying proper functioning, and restoring energy sources.
Training and Documentation	Guidelines for providing training to employees on LOTO procedures, including hazards, equipment-specific procedures, and regulatory requirements.
	Requirements for documenting training and maintaining records of LOTO activities.


LOCK OUT
TAG OUT
DO
NOT
OPERATE


DANGER
This Lockout Device May only be Removed by
Name:
Dept:
Date:
DANGER
DO NOT REMOVE
LOCKED OUT
DANGER
DO NOT REMOVE
LOCKED OUT
DANGER
LOCKED OUT
DO NOT OPERATE
LOCKUOT
TAGOUT KIT
DANGER
LOCKED OUT
DO NOT REMOVE
DANGER
LOCKED OUT
DO NOT REMOVE
DANGER
LOCKED OUT
DO NOT REMOVE
DANGER
LOCKED OUT
DO NOT REMOVE
DANGER
The energy source has been LOCKEDOUT.
Unauthorized removal of this lock / tag may result in immediate discharge
Remarks:
DANGER
DO NOT OPERATE
Maintenance Department
This lock / tag may only be removed by:
Name
Dept
Expected Completion
DANGER
LOCKED OUT
DANGER
LOCKED OUT

Emergency Response Procedures

Emergency Response Procedures	
Task	**Description**
Emergency Plan Development	Procedure for developing an emergency response plan specific to air conditioning systems, including roles and responsibilities of personnel.
	Identification of potential emergencies, such as equipment failures, fires, and hazardous chemical releases.
Emergency Contact List	Compilation of emergency contact numbers for key personnel, emergency services,and relevant authorities.
	Procedures for updating and distributing the contact list as needed.
Evacuation Procedures	Guidelines for conducting evacuations in the event of an emergency, including evacuation routes, assembly areas, and procedures for assisting individuals with disabilities.
	Responsibilities of designated personnel during evacuations.
Emergency Equipment and Supplies	Inventory and maintenance procedures for emergency equipment and supplies, such as fire extinguishers, first aid kits, and emergency lighting.
	Procedures for conducting regular inspections and restocking as needed.
Emergency Response Team Organization	Establishment of an emergency response team and assignment of specific roles and responsibilities during emergencies.
	Training requirements for response team members, including drills and exercises.
Notification Procedures	Procedures for activating the emergency response plan and notifying appropriate personnel and authorities in the event of an emergency.
	Communication protocols for providing updates and coordinating response efforts
Incident Assessment	Steps for assessing the nature and extent of an emergency, including gathering information, evaluating hazards, and determining appropriate response actions.
	Use of incident assessment forms or checklists to guide the assessment.
Coordination with Emergency Services	Procedures for coordinating with external emergency services, such as fire departments and medical responders, in the event of a serious emergency.
	Designation of a liaison to facilitate communication and collaboration.
Post-Emergency Response Evaluation	Procedures for debriefing and evaluating the response to an emergency, including identifying lessons learned and implementing corrective actions.
	Documentation requirements for recording incident details and response actions.

EMERGENCY PROCEDURES

State that you are at UMass Amherst, Building _____, Room/Floor_____

If you find yourself in harm's way, take fast and decisive action.

ACTIVE THREAT/SHOOTER

RUN
IF A SAFE PATH IS AVAILABLE

- Have an escape route and plan in mind
- Leave your belongings
- Prevent others from entering the area

HIDE
IF YOU CAN'T GET OUT SAFELY

- Silence your phone
- Lock/barricade doors
- Stay out of shooter's view and be quiet

FIGHT
ONLY AS LAST RESORT

- Be physically aggressive
- USE improvised items as weapons
- Fight with all-out commitment
- Fight to incapacitate the shooter

CALL 911 WHEN IT IS SAFE TO DO SO

Information You Should Provide:
- Location, physical description, and number of shooter(s)
- Number and type of weapon held by the shooter(s)
- Number of potential victims at the location

When Law Enforcement Arrives:
- Remain calm and follow officers' instructions
- Keep hands visible at all times
- Avoid making quick movements, pointing, screaming, and/or yelling

SUSPICIOUS Behavior OR Activity

- DO NOT physically confront a suspicious person or handle a suspicious package
- DO NOT let anyone into locked buildings/offices
- Note the person's description and suspicious activity
- CONTACT UMass Police and provide as much information as possible about the situation. Call UMPD or 911

EMERGENCY
Police / Fire / EMS

911

911 CALLS made on your cell phone will be answered by Massachusetts State Police.

It is recommended that you have UMass Police (UMPD) saved on your phone at 413-545-3111.

NON-EMERGENCY
UMPD(non-emergency): 413-545-2121
Facilities Solution Center: 413-545-6401
EH&S: 413-545-2682

SEVERE WEATHER

- SEEK SHELTER indoors away from windows
- TAKE COVER against interior wall
- Stay away from large objects that may fall
- If unable to find shelter when storm hits, lie down flat and cover head with hands
- Monitor campus advisories and media

CHEMICAL SPILL

- ALERT all persons nearby
- SECURE area and do not attempt to clean
- EVACUATE to a safe area
- Call Environmental Health and Safety (413-545-2682) or UMPD
- Call 911 if spill is large or presents significant hazard
- NOTIFY emergency personnel if you have been exposed or have information about the release

FIRE

- ACTIVATE nearest fire alarm
- EVACUATE building using nearest exit: DO NOT use elevators
- Call UMPD or 911 to report location of fire
- Meet at designated assembly area

MEDICAL

- Call UMPD or 911
- PROVIDE the location, nature of injury or illness, current condition of the victim, and other requested information
- DO NOT move the victims unless they are in immediate danger
- If trained, administer first aid, CPR/AED

8/2018

UMassAmherst
Emergency Management

www.umass.edu/emergency
SIGN UP NOW to receive UMass Amherst Alerts

Thank you