

Ohio Environmental Protection Agency

Office of Safety

Safety Standard Operating Procedure Number: SP 13-5

Date: January 17, 2014

STATUS: FINAL

Title: Persons Needing Assistance (PNA) Status for Emergency Evacuation in the Lazarus Building

Background: The Agency has a responsibility to have plans in place to safely evacuate all employees in the Lazarus building during emergency situations. We realize that there are employees who may need assistance during an evacuation due to physical limitations that precludes taking normal evacuation procedures. To ensure the safety of all employees during emergency situations it is imperative that all employees who will need assistance be identified and provided training on what to do in the event of an actual emergency or during practice drills.

Purpose: The purpose of this Safety Standard Operating Procedure (SSOP) is to establish the procedures for obtaining the "Person Needing Assistance" or "PNA" status.

Types of "Person Needing Assistance" (PNA) Status:

1. **Temporary PNA Status** – A temporary PNA status will be granted to any employee upon request for temporary conditions that limit an employee's ability to follow the normal evacuation procedures. These situations may include: recovery from surgery, late term pregnancy, injuries, or other short-term conditions. A temporary PNA status will be granted for a period not to exceed 6 months. Requests for temporary PNA status do not require a doctor's statement.
2. **Permanent PNA Status** – Permanent PNA status will be granted to employees who have a long-term or permanent condition that limits an employee's ability to follow the normal evacuation procedures. All requests for permanent PNA status will require a statement from a doctor stating that the employee has a long-term medical condition that limits their ability to evacuate the building under normal evacuation procedures.

Confidentiality of Medical Information

The Agency respects the right to privacy of employee's medical information. All requests for PNA status, either temporary or permanent, do not need to include specific medical information. This includes the statement from doctors for employees requesting permanent PNA status. A general statement indicating that the employee has physical limitations that limit following normal evacuation procedures is all that is needed.

Procedure for Requesting “Temporary PNA” Status

1. Any employee who has physical limitations due to a short term condition may request a temporary PNA status by sending an e-mail request to the Agency Safety Manager requesting temporary status.
2. Upon receipt of a temporary PNA request the Safety manager will review the request and add the employee to the list of PNAs.
3. The employee will be notified that the temporary status has been granted and the time period that the temporary status will remain in effect.
4. Employees granted temporary PNA status will be scheduled for PNA training as soon as possible after the temporary status has been granted.

Procedure for Requesting Permanent PNA Status

1. Any employee who has permanent physical limitation may request a permanent PNA status by sending an e-mail request to the Agency Safety Manager requesting permanent status.
2. All requests for permanent PNA status must include a signed statement from a doctor indicating the need for a permanent exemption from following normal building evacuation procedures.
3. Upon receipt of a permanent PNA request the Safety manager will review the request and add the employee to the list of PNAs.
4. Employees granted permanent PNA status will be scheduled for PNA training as soon as possible after the permanent status has been granted.
5. A “temporary PNA” status should be requested if you are not scheduled to see your doctor in the near future. This will cover the interim period until you are able to provide the required doctor’s statement.

Use of Emergency Evacuation Chairs

1. Emergency evacuation chairs are available for those employees in a PNA status who cannot evacuate the building under the normal procedures in an actual emergency situation.
2. All PNAs will be asked if the use of an emergency evacuation chair will be needed in an actual emergency situation.
3. Emergency evacuation chairs will be pre-positioned near the stairwells depending on the need.
4. All PNAs who will require the use of an emergency evacuation chair will receive training on the use of the chair.

PNA Wristbands

1. All approved PNAs will receive a “PNA wristband” from the Lazarus Security Supervisor.
2. PNAs are required to wear their wristband during all emergency situations and practice drills.

Training for PNA's

1. All PNAs must be trained on the procedures to follow in the event of an actual emergency or a practice drill.
2. The training will include the use of an emergency evacuation chair for those PNAs who will require their use in the event of an actual emergency.
3. The training will be conducted by the Lazarus Security Supervisor.
4. Refresher training will be required for all PNAs on an annual basis.
5. Training for all PNAs will be tracked on the Safety Management System (SMS) by the Agency Safety Manager