

## Program Profile Series

Number Five

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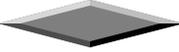
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### EMERGENCY ACTION PLAN

**SCOPE** - An Emergency Action Plan shall provide for emergency escape procedures, operation of critical plant equipment, accounting for all employees and rescue duties. The fire prevention plan shall list all major workplace fire hazards and the name of the personnel responsible for maintenance of fire control and prevention equipment.

**AUTHORITY/REFERENCE** - OSHA 29 CFR 1910.38

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**ACCOUNTABILITY** - Both the emergency action and fire prevention plans shall be in writing unless the company employs less than eleven people. Then the plans may be communicated verbally. The employer must develop the plans and ensure that they are maintained. The plans must be kept at the workplace and made available for employee review.

It is the responsibility of the employer to make contact with the local authorities, such as the police and fire departments and the Local Emergency Response Team.

**PROGRAM ELEMENTS** - The following, at a minimum, shall be included in the plans:

*Emergency Action* (also see attached checklist)

1. Emergency escape procedures and escape route assignments
2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
3. Procedures to account for all employees following evacuation

4. Rescue and medical duties
5. The preferred method of reporting emergencies
6. Names or regular job duties of persons or departments who can be contacted for further information or explanation of duties under the plan
7. Plan the types of evacuation to be used in emergency circumstances

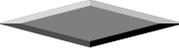
*Fire Prevention*

1. A list of the major fire hazards and their proper handling and storage procedures, potential ignition sources and their control procedures and the type of fire protection equipment or systems which can control a fire involving them
2. Names or regular job titles of those persons responsible for maintenance of equipment and system installed to prevent or control ignitions of fires.
3. Names or regular job titles of those persons responsible for control of fuel source hazards
4. Housekeeping requirements to prevent the accumulation of flammable and combustible waste materials

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**TRAINING** - The employer shall designate and train a sufficient number of persons (suggested one marshal to every 20 employees) to assist in a safe and orderly evacuation. The employer shall review the plan with each employee when the plan is developed, when the employee's responsibilities or designated actions change and when the plan is changed.

The employer shall appraise each employee of the fire hazards of the materials and processes to which they are exposed. Training also requires a

review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect that employee in the event of an emergency. Regular announced and unannounced practice alerts should be conducted to maintain a high level of preparedness.

**CROSS-REFERENCING** - Other programs which may be involved in the development of this plan might include Hazard Communication, Respiratory Protection, Confined Space and First Aid Training.

**RESPONSIBILITY** - Who is going to see that the program is developed and implemented including creating and conducting the training.

This series has been designed to provide the basic information necessary to develop written programs and appropriate training as required by the Occupational Safety and Health Administration. They are not intended to be or become a written program. They are a guideline for the creation of a program specific to a company