Emergency Action Plan

29 CFR 1910.38

29 CFR 1910.39

29 CFR 1926.35

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This publication does not itself alter or determine compliance responsibilities, which are set forth in OSHA standards themselves and in the Occupational Safety and Health Act. Moreover, because interpretations and enforcement policy may change over time, for additional guidance on OSHA Compliance requirements, the reader should consult current administrative interpretations and decisions by the Occupation Safety and Health Review commission and the Courts.

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**Emergency Action Plans**

 (employer name)

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EMERGENCY ACTION PLAN

# PURPOSE

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one (1) of the following: fire - tornado - earthquake - bomb threat - hazardous chemical spill.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

# GENERAL PROCEDURES

In the event of a disaster, the warning may come from any one (1) of the following sources: commercial radio or television, civil defense radio, in-plant automatic sprinkler system, in-plant alarm, messenger, or police.

A. Notification of Emergency Warning

A person receiving notification of a possible disaster, or an in-plant emergency should immediately notify their immediate supervisor. The type of disaster or emergency situation should then be conveyed to all employees with the use of the plant emergency alarm system.

B. Emergency Control Committee

The following personnel will constitute the Emergency Control Committee. In the event of a disaster or immediate emergency, they are to report to a designated Emergency Control Center unless the prevailing situation dictates otherwise. Committee members are:

1. Plant manager

2. Personnel director

3. Safety director

Responsibilities - Emergency Control Committee

1. Assess nature and extent of all emergencies.

2. Assume control of all emergency actions.

3. Assign tasks to personnel to carry out Specific actions.

4. Order evacuation if deemed necessary.

5. Take any other action necessary to protect life.

6. Annually review plan and revise as necessary.

7. Plan training exercises to test evacuation plan.

8. Instruct personnel of their duties under this plan.

In any emergency situation, the ranking member of management present shall have final authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.

C. Emergency Control Center

Emergency actions should be coordinated at the Emergency Control Center which will be designated as the plant manager's Office. If this office is not available, report to the most convenient office of the other two (2) committee members.

If the emergency situation warrants the committee members to meet on the plant floor, it will be the plant manager's responsibility to notify, and give the location where members are needed.

D. First Aid Services

All first-line supervisors have been certified by the American Red Cross, or equivalent, to provide first aid. They will be available to administer first aid in the plant, or in the event of a complete evacuation at a safe assembly area outside the plant.

E. Utility Controls

All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building.

F. News Information

Information to any source of news media will only be released at the discretion of the plant manager.

# EMERGENCY ALARMS

**A. Sprinkler Alarm**

In the event of a fire, the Sprinkler Alarms System will be activated automatically. Upon activation, the flow of water will begin in the area of the fire, and an alarm will sound throughout the building. Upon hearing the alarm, employees should, if time permits, shut off the power to the equipment they are operating and proceed to the evacuation sites indicated outside the building and conduct a roll call. (Appendix 1):

**B. Action**

When the alarm is activated, at least one (1) member of the Emergency Control Committee should report to the evacuation site outside the plant. The other members should take necessary action to insure safety of the employees and notify proper agencies for any services that are needed.

**C. Plant-wide Evacuation Alarm (Continuous High Pitched Alarm)**

With the exception of a fire, employees should not evacuate the building unless authorized by the Emergency Control Committee. The signals alarm for a plant wide evacuation will be a continuous high pitched alarm. Once at the assembly site, the first-line supervisor should conduct a roll call and report to an Emergency Control Committee member for assistance.

**D. Segmented Area Evacuation**

The signal/alarm for a segmented area evacuation will be an intermittent high-pitched alarm. A first-line supervisor will have the authority to activate this alarm and give appropriate instructions to employees to insure safety. Before leaving, the first-line supervisor should inspect the area to ensure all employees are evacuated. Evacuated employees should report to the assembly site posted inside the building. (Appendix 2). Once at the assembly site, the first-line Supervisor should conduct a roll call and report to an Emergency Control Committee member for assistance.

**E. Phone Listings**

A listing of all emergency telephone numbers are located at plant and office telephones. (Appendix 3). If the emergency occurs on the day shift, the switchboard operator will be responsible for contacting the appropriate agency. A member of the Emergency Control Committee should then be contacted for assistance.

# EVACUATION SITES

A map of all evacuation sites will be displayed in the lunch room and all departments. Each map will show the route and exit to take depending where employees are located in the plant. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

# PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown will only be ordered from the highest ranking member of the Emergency Control Committee. No employee should risk any type of injury to accomplish this task. However, if time permits, the following personnel should perform the following duties:

A. All warehouse and material handling personnel should drive forklift trucks out of aisles and exit ways.

B. Maintenance department should shut off gas lines and electrical Supply as instructed by the maintenance manager. .

# TORNADO (Intermittent Alarm)

In the event of a tornado or a severe weather warning, the following procedure should be put in effect by the supervisor or Emergency Control Committee:

A. Listen for latest advisories on radio.

B. Post outlooks for outside observation.

C. If necessary, initiate emergency shutdown procedures.

D. Move personnel into designated safe assembly areas with the building.

E. Open any door or window where possible to equalize pressure.

F. After tornado passes, restore calm and check for injuries.

# EARTHQUAKE (Intermittent Alarm)

An earthquake will usually occur without any type of warning. Due to the suddenness, all personnel should attempt to get into a doorway passage or under a table or desk. Any place where an employee feels safety is warranted. NO ONE SHOULD GO OUTSIDE THE BUILDING. After an earthquake has stopped, the following procedure should be initiated:

A. All employees should help restore calm to fellow employees.

B. Emergency Control Committee and first-line supervisors should check for injuries and provide first aid as needed.

C. The maintenance department should check for fires and shut off all gas, electricity, and water at main controls.

D. The building should be inspected by a member of the Emergency Control Committee for damage: If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation.

E. The Emergency Control Committee should then notify proper utility companies or other services as needed.

# BOMBTHREAT (Continuous High-Pitched Siren)

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

A. The person receiving the bomb threat should complete the attached form (Appendix 4) as soon as possible and answer questions once the report has been turned over to the Emergency Control Committee.

B. The Emergency Control Committee shall determine the appropriate procedures to be taken among the following:

1. Commence immediate plant wide evacuation to outside evacuation sites.

2. Contact proper law enforcement agencies (Appendix 3).

3. Contact the fire department (Appendix 3).

4. Do not permit re-entry until the building has been searched and declared safe by bomb disposal unit.

C. If a bomb threat is received by any other means than the telephone, the person receiving the threat should report immediately to their first-line supervisor or a member of the Emergency Control Committee.

# FIRE PREVENTION AND WORKPLACE HAZARDS

A. It is the responsibility of all employees to prevent any type of fire in the building. Listed below is a list of general items to take into consideration to accomplish this objective:

1. Extinguish all cigarettes in their proper place.

2. Do not have open flame around any type of chemicals, paints, solvents, or flammables

3. Make sure all hand held torches are extinguished when not in use.

4. Do not put any type of hot object in trash cans; ie. cigarette butts.

B. Listing of Some Workplace Hazards

1. Flammable Substances

a. Paint and Paint Solvents

b. Mineral Spirits

c. Alcohol

d. Propane Tanks for Fork Trucks

e. oxygen and Acetylene Tanks

f. Hydraulic Oil

g. Grease

2. Welding Operations

a. All welding operations will be done in a confined area unless, otherwise instructed by the maintenance manager. A fire extinguisher will be immediately available in case of an emergency.

# CONTROL OF WORKPLACE HAZARDS

A All flammable and combustible materials will be Stored in a designated area or flammable-storage area.

B. Good housekeeping will be the responsibility of ALL employees.

1. Waste materials are to be discarded in their proper places.

2. Operators are to pick up and sweep any debris on or around their machine on a shift to shift basis.

3. All aisles and exits will be kept clear.

4. All painted areas to fire extinguishers will be kept clear for access.

5. All employees will know evacuation routes and exits to proceed to when instructed, if an emergency situation develops.

6. All employees will be instructed on the company Emergency Action Plan.

7. Emergency telephone numbers will be posted at main receptionist desks, offices of Emergency Control Committee members and first-line supervisors.

8. Each first-line supervisor will be responsible for their shift employees to handle, store, and maintain hazardous materials properly.

# MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS

A. Maintenance Manager Responsibilities

1. To have Sprinkler Alarms System contractor, or equivalent, run monthly checks of the water sprinkler system.

2. Maintenance department will conduct monthly inspection of fire extinguishers and blanket locations. Any questions or problems should be conveyed back to the maintenance manager.

3. An outside safety firm will run annual checks on all fire extinguisher equipment.

# OUTSIDE EVACUATION

APPENDIX #1 (Continuous High Pitched Alarm)-Evacuate



# SEGMENTED AREA EVACUATION

APPENDIX #2 (Intermittent Alarm) -

Do Not Evacuate



APPENDIX #3 - EMERGENCY TELEPHONE LISTING

EMERGENCY NUMBER (FIRE, POLICE, AMBULANCE)

POLICE DEPT.

COUNTY SHERIFF INDIANA STATE POLCE

FBI

POISON INFORMATION

U.S. MARSHAL

CIVIL DEFENSE

(ELECTRICAL) UTILITY

(GAS) UTILITY

WATER DEPT.

WEATHER REPORT

APPENDIX #4 - BOMB THREAT CHECKLIST

INSTRUCTIONS:

BE CALMAND COURTEOUS. LISTEN, DO NOT INTERRUPT CALLER.

NAME OF OPERATOR:

TIME DATE .

CALLERS IDENTITY: MALE FEMALE ADULT JUVENILE

ORIGIN OF CALL:

LOCAL LONGDISTANCE BOOTH INTERNAL

SPECIFICS ABOUT BOMB

A. KEEP CALLER TALKING IF CALLER IS AGREEABLE TO FURTHER CONVERSATION.

B. ASK QUESTIONSLIKE:

WHEN WILL BOMB GO OFF?

WHAT IS YOUR PRESENT LOCATION?

LOCATION OF BOMB?

WHAT IS YOURNAME AND ADDRESS?

WHAT KIND OF BOMB?

HOW DO YOU KNOW SO MUCH ABOUT THE BOMB?

C. DID CALLER APPEAR FAMILIAR WITH PLANT OR BUILDING BY HIS DESCRIPTION OF BOMBLOCATION?

D. AFTER CALL IS TAKEN, NOTIFY AT ONCE A MEMBER OF THE EMERGENCY CONTROL COMMITTEE.

29 CFR 1910.38 – Emergency Action Plans

(a) Application. An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan. [1910.38(a)]

(b) Written and oral emergency action plans. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees. [1910.38(b)]

(c) Minimum elements of an emergency action plan. An emergency action plan must include at a minimum: [1910.38(c)]

(1) Procedures for reporting a fire or other emergency; [1910.38(c)(1)]

(2) Procedures for emergency evacuation, including type of evacuation and exit route assignments; [1910.38(c)(2)]

(3) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate; [1910.38(c)(3)]

(4) Procedures to account for all employees after evacuation; [1910.38(c)(4)]

(5) Procedures to be followed by employees performing rescue or medical duties; and [1910.38(c)(5)]

(6) The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan. [1910.38(c)(6)]

(d) Employee alarm system. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in §1910.165. [1910.38(d)]

(e) Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees. [1910.38(e)]

(f) Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan: [1910.38(f)]

(1) When the plan is developed or the employee is assigned initially to a job; [1910.38(f)(1)]

(2) When the employee's responsibilities under the plan change; and [1910.38(f)(2)]

(3) When the plan is changed. [1910.38(f)(3)]

29 CFR 1910.39 – Fire Prevention Plans

(a) Application. An employer must have a fire prevention plan when an OSHA standard in this part requires one. The requirements in this section apply to each such fire prevention plan. [1910.39(a)]

(b) Written and oral fire prevention plans. A fire prevention plan must be in writing, be kept in the workplace, and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees. [1910.39(b)]

(c) Minimum elements of a fire prevention plan. A fire prevention plan must include: [1910.39(c)]

(1) A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard; [1910.39(c)(1)]

(2) Procedures to control accumulations of flammable and combustible waste materials; [1910.39(c)(2)]

(3) Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials; [1910.39(c)(3)]

(4) The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and [1910.39(c)(4)]

(5) The name or job title of employees responsible for the control of fuel source hazards. [1910.39(c)(5)]

(d) Employee information. An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection. [1910.39(d)]

29 CFR 1926.35 – Employee Emergency Action Plans

(a) Scope and application. This section applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (e)(3) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies. [1926.35(a)]

(b) Elements. The following elements, at a minimum, shall be included in the plan: [1926.35(b)]

(1) Emergency escape procedures and emergency escape route assignments; [1926.35(b)(1)]

(2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate; [1926.35(b)(2)]

(3) Procedures to account for all employees after emergency evacuation has been completed; [1926.35(b)(3)]

(4) Rescue and medical duties for those employees who are to perform them; [1926.35(b)(4)]

(5) The preferred means of reporting fires and other emergencies; and [1926.35(b)(5)]

(6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan. [1926.35(b)(6)]

(c) Alarm system. [1926.35(c)]

(1) The employer shall establish an employee alarm system which complies with §1926.159. [1926.35(c)(1)]

(2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used. [1926.35(c)(2)]

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances. [1926.35(d)]

(e) Training. [1926.35(e)]

(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. [1926.35(e)(1)]

(2) The employer shall review the plan with each employee covered by the plan at the following times: [1926.35(e)(2)]

(i) Initially when the plan is developed, [1926.35(e)(2)(i)]

(ii) Whenever the employee's responsibilities or designated actions under the plan change, and [1926.35(e)(2)(ii)]

(iii) Whenever the plan is changed. [1926.35(e)(2)(iii)]

(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan. [1926.35(e)(3)]