

Emergency Action Plans



Do you have a plan?

- Almost every business is required to have an Emergency Action Plan (EAP)
- If your building is has fire extinguishers, and/ or requires people to evacuate then by OSHA 29 CFR 1910.157 requires a EAP
- The plan should be written for any business over 10 employees and should be available for review
- OSHA guidelines on emergency/ fire plans are found in OSHA 29 CFR 1910.157, 1910.38 and 1910.39





Emergencies can be many things

1. Fire
2. Hazardous gas leak
3. Hazardous chemical spill
4. Flooding
5. Severe weather events
6. Earthquakes



Making a Plan

Employees should include the following in their EAP

1. Means of reporting emergencies (procedures)
2. Evacuation Procedures and Escape Route Assignments
3. Procedures for shutdown of critical plant operations before evacuation
4. Accounting for evacuated employees
5. Rescue and medical duties (if applicable)
6. Names and job titles of people who can be contacted



Emergency Plans Should Also Have...

- A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and protection equipment
- Procedures to control accumulations of flammable and combustible waste materials
- Procedures for regular maintenance of safeguards installed on heat producing equipment to prevent the accidental ignition of combustible materials
- The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires and the control of fuel source hazards
- An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed
- OSHA 29 CFR 1910.39



Emergency Evacuation Plan

- All exits, both emergency and routine, are clearly marked and identified
- There are up to date evacuation routes and maps placed in strategic locations around the facility
- All egress routes are free of obstructions, and clearly marked with directional signage
- All fire fighting equipment is clearly labeled and easily accessed in the case of an emergency
- All electrical, chemical and physical hazards identified and marked
- If there are physical obstructions, like permanent fixtures, clearly marked
- Handrails, treads, and risers and other trip hazards on stairs clearly marked
- Signs may be required to have multilingual translations or be in pictogram format if needed



Emergency Evacuation Plan

- Communication is key!
- People tend to think that the alarm might be another drill, it is important to verbally warn people in the building that it is a legitimate emergency
- It is also important to know which emergency number to call (some shipyards have internal emergency responders that are able to get there quicker!)



Emergency Evacuation Plan

- Assembly areas should be clearly identified to every employee BEFORE an emergency occurs as well as a backup area should the primary be inaccessible for any reason
- It is important to have everyone assemble in the correct space so a head count can be taken by a safety official or designated person(s)
- Drills should be conducted regularly to ensure that employees respond appropriately when an actual emergency occurs
- Special accommodations should be made for people visiting the building (in most cases it is a sign in/out sheet) to account for those individuals



Exit Strategies

- Exits must be permanent
- Separated by fire-resistant materials
- The number of routes must be adequate
 - One route: allowed when the size of the building, number of employees, occupancy etc allows
 - Two routes: Most workplaces fall into this category and should be placed as far away from each other as possible to ensure accessibility
 - More than two: as required by the building layout or occupancy
- Exits must discharge directly outside
- Must be unlocked while the building is occupied
- Check out OSHA 29 CFR 1910.36 for further information



Exit Strategies

- Exit routes must be kept free of explosive or highly flammable furnishings/ decorations
- Exit routes should be arranged so the employees won't travel through a high hazard area
- Exit routes must be free and unobstructed with no permanent or temporary fixtures blocking the route and stairs/ ramp must be provided if the floor is not substantially level
- Each route must be lit so that an employee with normal vision can see along the exit route
- If there are doors that could be mistaken for an exit, they must be clearly marked "NOT AN EXIT"
- Exit routes must be maintained through construction projects/ repairs and are a requirement for
- Check out OSHA 29 CFR 1910.37 for further information



Exit Strategies

- Employees and people occupying the building should be made aware ahead of time where their emergency exits are and the routes they take

Diligent employees studying their primary and secondary evacuation routes.





Fire requirements

- OSHA 29 CFR 1910.155 through 165
- Alarm systems
 - Employers shall provide a distinctive alarm that is capable of being perceived above ambient noise or light levels
 - Employers shall establish procedures for sounding emergency alarms in the workplace (intercom, pull alarm, radio or telephone communication)
 - Should be tested every 2 months
 - Any employee actuated alarm should be easily accessible and not blocked off



Active Shooter Emergencies

- Employers should encourage the reporting of suspicious behavior
 - Threats to kill or harm employees
 - Stalking
 - Bullying
 - Abusive or aggressive behavior
 - Threats to damage property
 - Defacing property
 - Unusual behavior or substantial changes in behavior
 - Bizarre observational behavior (map making, note taking of employee locations/times, using binoculars to observe from a distance)
 - Unusual behavior regarding severe nervousness, or irrational anger that seemingly comes from nowhere



Active Shooter Emergencies

If an active shooter emergency should occur remember to

RUN – evacuate if you can and retreat to a safe location – call 911

HIDE – if you can't evacuate, hide by barricading the door, turn off the lights and hide in a location so the attacker cannot see you from windows or doorways

FIGHT- mount a defense against the attacker should they breach the perimeter into your hiding spot

And call 911 when it safe to do so



Active Shooter Emergencies

If you are required to fight, use any improvised weapon you can and attack as a group

never take the gun from the attacker – the first responders might mistake you for the shooter!



Knowledge Check 1

- What are the 6 things that workplaces should include in their emergency action plans?
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Knowledge Check 1

The six things that all EAP's should include are:

1. Means of reporting emergencies
2. Evacuation Procedures and Escape Route Assignments
3. Procedures for shutdown of critical plant operations before evacuation
4. Accounting for evacuated employees
5. Rescue and medical duties (if applicable)
6. Names and job titles of people who can be contacted

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