

Emergency Planning

EAP Overview

Overview

This Safety Training Talk is appropriate for general industry and construction employers. Despite all efforts to provide a safe and healthy worksite, fires and explosions, chemical spills, severe weather events, and other emergency and disaster situations can happen. The simple truth is that emergencies and disasters can strike anyone, anytime, and anywhere. You and your employees could be forced to evacuate a site when you least expect it.

What Is a Workplace Emergency?

A worksite emergency is an unforeseen situation that:

- Threatens your employees, customers, or the public;
- Disrupts or shuts down your operations; or
- Causes physical or environmental damage.

The Emergency Action Plan (EAP)

The best time to prepare to respond to an emergency is before it happens. That’s where OSHA’s EAP regulations come into play. The regulations require an EAP if your site falls under another OSHA standard that requires an EAP.

If you, as an employer, have ten or fewer employees at the site, a required EAP may be communicated orally, and you need not maintain the plan in writing.

General Industry

The OSHA general industry standards that require an EAP include:

- §1910.119 — Process Safety Management of Highly Hazardous Chemicals;
- §1910.120 — Hazardous Waste Operations and Emergency Response (HAZWOPER);
- §1910.157 — Portable Fire Suppression Equipment §1910.160(c), Fixed Extinguishing Systems, general;
- §1910.164(e)(3) — Fire Detection Systems;
- §1910.272 — Grain Handling Facilities;
- §1910.1047 — Ethylene Oxide (EtO);
- §1910.1050 — Methylenedianiline (MDA); and
- §1910.1051 — 1,3-Butadiene

It should also be noted that several other general industry regulations require or recommend emergency-related plans, but these regulations do not state specifically that an EAP in accordance with §1910.38 is required. These include:

- §1910.101 — Compressed Gases and Cylinders for Lifting Operations
- §1910.102 — Test Methods
- §1910.103 — Ladders
- §1910.104 — Ladders and Scaffolding (2015)
- §1910.105 — Scaffolding, etc.
- §1910.106 — Lifting Operations and Hoisting Systems in Construction

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Whether oral or written, the plan must, at a minimum, include the following elements:

- Procedures for reporting fires and other emergencies.
- Procedures for emergency evacuation, including type of evacuation and exit route assignments.
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties, and
- The names or job titles of persons responsible who can be contacted for employees who need more information about the plan or an explanation of their duties under the plan.

Executive Order

The written instructions developed that require as first priority:

- **priority 1** -- Protect public management of higher functioning departments.
- **priority 2** -- Evacuate multi-story buildings and emergency response facilities (HHS, and
- **priority 3** -- Evacuate public.

Further, the plan must include an evacuation route plan, and require that first priority be given to the general public. The plan must also include a plan for the evacuation of other emergency response facilities, and the evacuation of other facilities. The plan must also include a plan for the evacuation of other facilities, and the evacuation of other facilities.

- **priority 1** -- First priority.
- **priority 2** -- Evacuate.
- **priority 3** -- Evacuate multi-story buildings (HHS, and
- **priority 4** -- Evacuate public.

Whether oral or written, the plan must, at a minimum, include the following elements:

- The preferred means of reporting fires and other emergencies.
- The type of evacuation (i.e., total and immediate or partial and immediate) to be used in emergency circumstances.
- Emergency escape procedures and route assignments.
- Procedures for employees who remain to operate critical operations before they evacuate.
- Rescue and medical duties for designated employees.
- Procedures to account for all employees after an evacuation, and
- Responsibilities of persons who remain to be contacted for more information/ explanation of duties under the plan.

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Employee Training

Before implementing the full, on-site emergency action plan, a sufficient number of employees is trained in the role and critical emergency information of the plan. In addition, you must ensure the plan with each employee involved in your plan, a critical emergency, when you place responsibility in designated actions in the plan, change, and rehearse the plan, test changes. The entire entire must come from parts of the full plan the employee must have to perform successfully in an emergency. Elements that include:

- Individual roles and responsibilities
- Evacuee, assembly, and protective actions
- Identification, marking, and relocation procedures
- Orientation, shelter, and communication procedures
- Location and use of various emergency equipment, and
- Emergency shutdown procedures

As stated earlier, if you, as an employer, turn up or down employees in the plan, a required full plan be implemented easily, and you must not conduct the plan as testing.

Training Tips

As a manager, you must make to:

- Use the employee handbook to include the required full elements with the employees
- Define what actions employees must take for each foreseeable emergency
- Develop an agreed handbook that should cover items, such as: Evacuation routes, fire, chemical, radioactive material, or other disaster information
- Develop emergency plan that will be in charge training in emergency and provide and orientation needs to get the work prepared
- Differentiate between emergency response, if more than one is used, and explain what actions are needed for each. Repeat the training until needed until it is clear that the plan that the employees in that they know what work needs to be
- Test practice drills as often as required to keep employees prepared. Include include evacuation drills as fire and other department disaster practice
- After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and make to improve it
- Test whether there have been full a sign of the written emergency action plan

Where to Go for More Information

- 29 CFR 1910.120 – Employee emergency plan and fire protection plan
- Appendix to 29 CFR 1910.120 Subpart B – Full written emergency action plan, and fire protection plan
- 29 CFR 1910.120 – Employee emergency action plan



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How the training will be

Emergency Action Plan Overview -- General Industry Standard

Overview

There is always the possibility of an emergency occurring in the workplace. Emergency plans for workers in workplaces will include the following:

- Evacuation routes and instructions
- Fire and explosion
- First aid, medical, chemical spills, or radiological accidents
- Medical emergencies, serious problems, or other public health events, and
- First aid, medical, chemical spills, or radiological accidents

To ensure the response to these events, your employer has developed a written Emergency Action Plan.

Contents of an Emergency Action Plan

Emergency action plans are developed to provide guidelines as to what actions to take if an emergency should arise at your facility. Your employer's Emergency Action Plan should include the following:

- Emergency escape procedures and emergency escape routes
- Procedures for employees who remain behind to operate critical plant operations before they evacuate
- Procedures to account for you and your supervisor after emergency evacuation has been completed
- Personnel designated to perform rescue and medical duties
- The preferred means of reporting fires, hazardous chemical spills, and other emergencies
- Procedures for handling emergency visitors. If more than one visitor is used, designate someone to greet and inform that visitor is required when such events
- Names or regular job titles of persons or departments who can be contacted for further information or requirements of further action for you.

What Must Your Employer Do?

Your employer

- Is responsible for creating and an evacuation plan for each type of emergency situation that could happen at your workplace, and
- Will also ensure regular employees to have drills that are a best practice to conduct them.

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How do we take action?

Emergency Action Plan Overview -- Construction Workers

How would you respond if there was an emergency? Do you know where all the exits are in your work area? Have you been in a building in which you did not know the floor exit to be indicated and how the exit paths will be used if emergency exists? Is this information, or other critical information the workers in these positions could help you with during an emergency?

In emergency situations, you need to be able to make the correct decisions so that you get out of danger safely. That is where learning about emergency procedures within the job itself is important. This plan outlines how that you need to do and what an emergency exists is a fire or explosion, natural gas, or other disaster event occurs.

Overview of an EAP

Your site EAP should include the following elements:

- The best way to report fires and other emergencies.
- The types of communication, what and immediately or partial and immediate to be used in emergency circumstances.
- Emergency escape procedures and routes to take.
- Procedures for those employees who remain behind to operate critical equipment or to perform other key activities.
- Names and number of workers for designated employees.
- Evacuation procedures to account for all employees after an evacuation, and
- Why you need to have the same information or explanation of your duties under the plan.

If your site has 10 or more employees, the EAP of applicability must be in writing. The work site plan must be kept in the site and made available for your review. If your site has 10 or more employees, EAPs do not have to be written.

EAP Training

There is also a 10-day plan, your employer should designate and train a number of persons to assist in the safe and orderly evacuation of employees. However, as a matter of course designated or not, you and your employer should also ensure the parts of the EAP that are critical to the safety of the workers in the event of an emergency.

As such you understand the elements of your EAP including:

- The types of potential emergencies you could face.
- Emergency reporting procedures.
- Evacuation routes and
- Evacuation routes and designated locations.



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