



# OSHA's Emergency Action Plan

**Presented to Cincinnati Safety Council**

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## Corporate Experience:

- Toyota North America – KY & CA
- Cincinnati Children's Hospital - OH
- Itron, Inc. (Manufacturing) – KY



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Rev. 1/2016	

# Introduction

- Work Related Fatality Statistics each year due to:
  - Fire
  - Explosions
  - Hazardous Materials
  - Workplace Violence
  - Earthquakes
  - Tornadoes

# Why Are These Stats Important?



# Today's Topics

- What is an Emergency Action Plan (EAP)
- Minimum Requirements & Key Elements
- How to Effectively Develop or Revise Your EAP
- Where to Get More Information



# For Starters . . . .

Please Raise Your Hand If :



- An Emergency Action Plan is in place, is active and working well
- An Emergency Action Plan is in place, but it has not been reviewed in the past 1 year
- ***You are asking, "What is an Emergency Action Plan?"***

# What is an Emergency Action Plan?

- An emergency action plan (EAP) is a written document required by particular OSHA standards.

[29 CFR 1910.38(a)] - General Industry

[29 CFR 1926.85] - Construction Industry

- The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies.

***IMPORTANT: Written plan required for 11 or more employees***

# Other Common Programs Include . . .

- Emergency Response Plan (ERP)
- Emergency Operation Plan (EOP)
- Disaster Recovery Plan
- Contingency Plan





# Not To Be Confused With . . .



- EAP – Employee Assistance Program
- EAP – Early Assessment Program
- EPA – Environmental Protection Agency
- AED – Automated External Defibrillator

# Tragedy that Brings Change

## - Fire and Explosion





# Emergency Action Plan (EAP) Requirements

1. Means of reporting fire and other emergencies
2. Evacuation Procedures & Emergency Escape Routes
3. Procedures for Critical Operations
4. Accounting for All Employees
5. Rescue & Medical Duties
6. Contact Persons

# Means of Reporting Fire & Other Emergencies

- Most basic requirement - Consider the following:
  - Building Layout
  - Occupancy
  - Systems in Place

# Means of Reporting Fire & Other Emergencies

*What method do you use to report an emergency?*

- Dial 911
- Call Internal Emergency Number
- Pull manual fire alarm



# Means of Reporting Fire & Other Emergencies





# Evacuation Procedures

Employees need to know:



# Evacuation Procedures

Conditions under which an evacuation is necessary

- Clear chain of command
- Where to assemble after evacuation
- Headcount activities
- Notification and Communication



# Evacuation Procedures

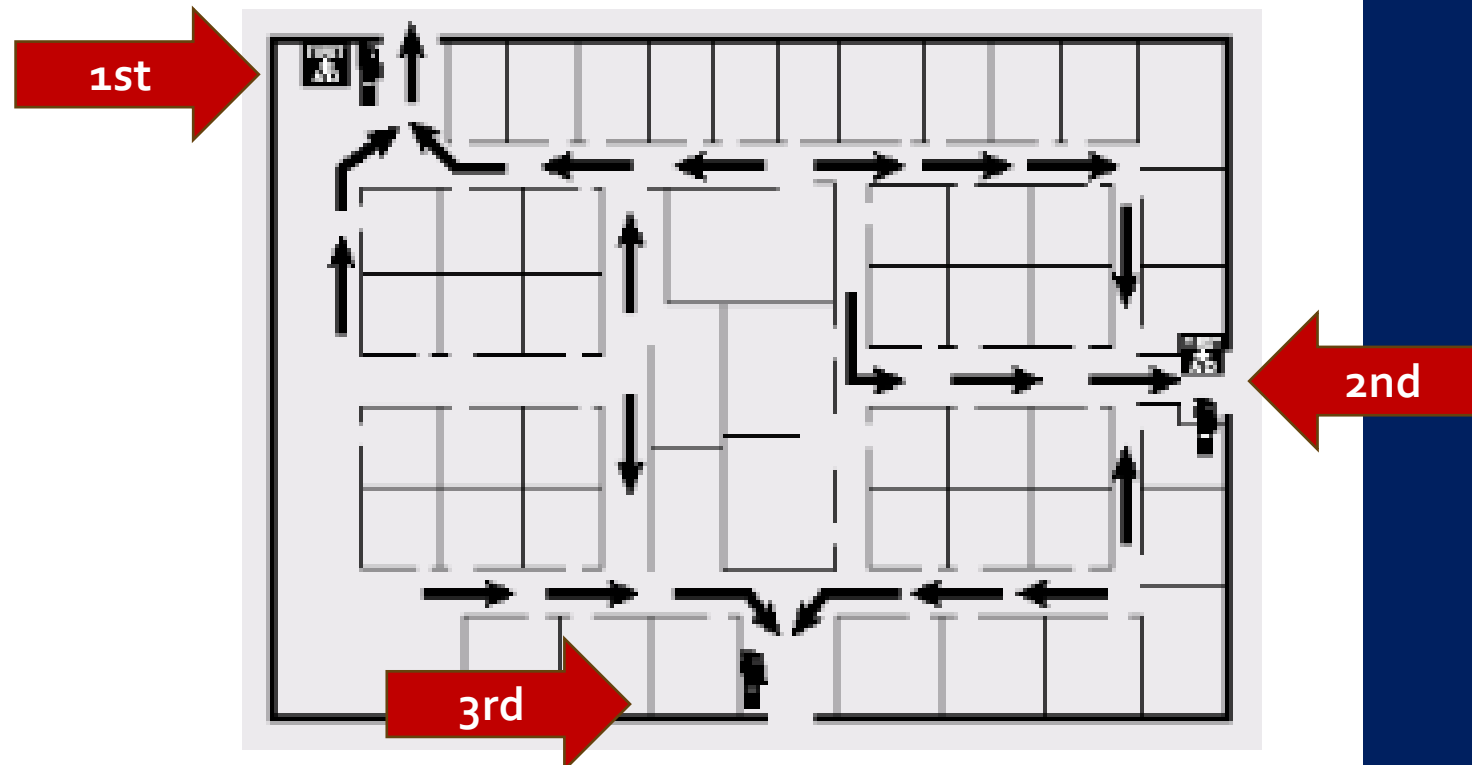
Any procedures needed before evacuation?

- Need to shut windows, doors, or turn off EQ?
- Are employees authorized to put out a small fire?
- Are portable fire extinguishers available for use and by whom?

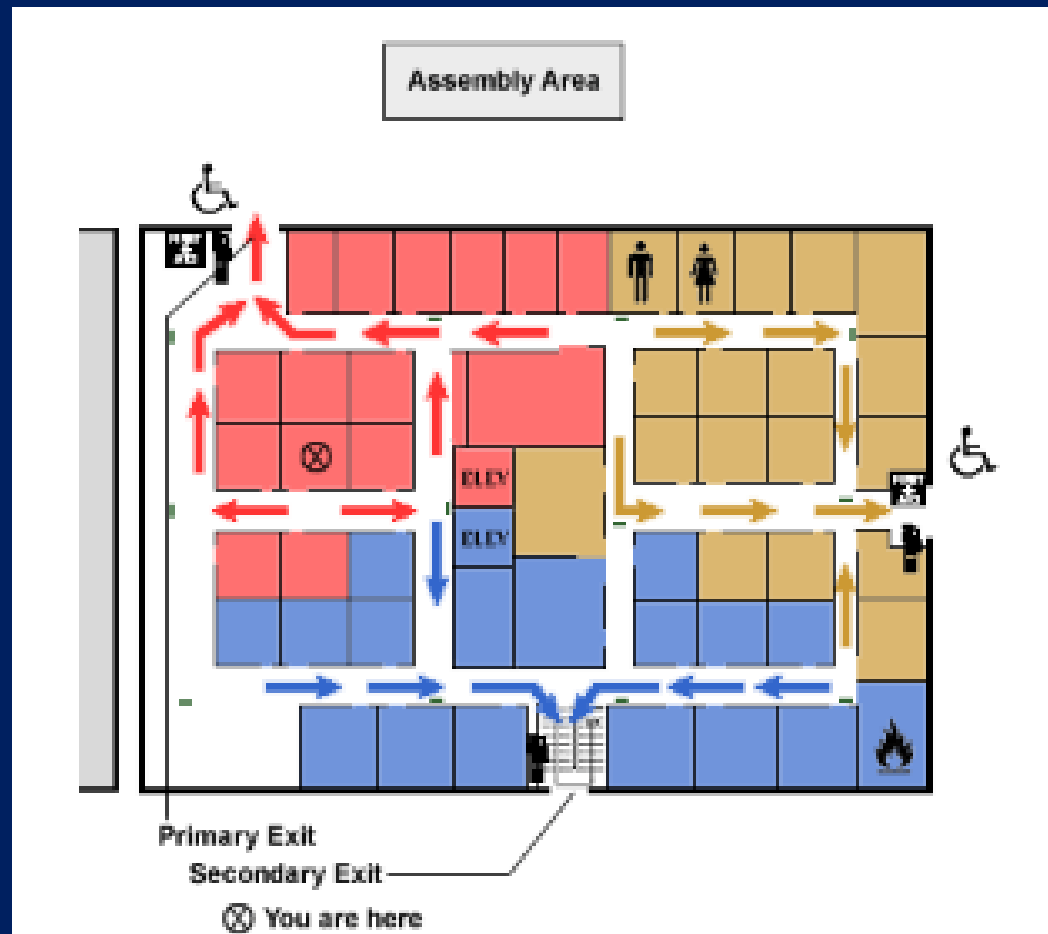
# Emergency Escape Routes



## OSHA's Floorplan Diagram Example



# OSHA - Interactive Floor Plan Example



Learn about elements of a good emergency evacuation floor plan by moving over the items listed below.

- [Designate Primary & Secondary Exits](#)
- [No Emergency Exits in Restrooms](#)
- [Exit Away From Rooms with Hazardous Materials](#)
- [No Emergency Exits into Narrow Passages](#)
- [Exit Signs Indicating the Nearest Emergency Exit](#)
- [Designate an Assembly Area](#)
- [No Use of Elevators to Reach an Emergency Exit](#)
- [Indicate Exits with Wheelchair Access](#)
- [Indicate the Employee's Current Location](#)

# OSHA - Operational Features for Exit Routes

*NOTE: NFPA 101: Life Safety Code*

## Emergency Standards » Maintenance, Safeguards, and Operational Features for Exit Routes

This section includes the safe use of exit routes during an emergency, lighting and marking exit routes, fire retardant paints, exit routes during construction, repairs, or alterations, and employee alarm systems.

- [What is an exit route?](#)
- [Maintenance of exits](#)
- [Lighting and marking](#)
- [Fire retardant properties of paints or solutions](#)
- [Exit route maintenance during construction, repairs, or alterations](#)
- [Employee alarm system](#)

### OSHA's Exit Route Examples

See OSHA's Demonstrative Exit Routes #1 and #2 to learn how to apply the OSHA standards for exit routes. For further assistance, consult *NFPA 101*, Life Safety Code.

- [Demonstration #1](#)
- [Demonstration #2](#)



# Procedures for Critical Operations



Examples could include cold or hot storage



Vital Equipment or processes



Biological, Physical or Chemical Processes or hazards



Procedures needed for people who manage these outputs

# Employee Accountability



- Assembly Area for evacuation
- Assembly Area for Shelter in Place

Considerations:

- Sufficient Space
- Upwind from Bldg

# Employee Accountability

- Employee Rosters
- Supervisors & Managers
- Accounting for visitors

## **Other Considerations:**

- Sufficient Space
- Upwind from Bldg
- Who not accounted for





# Assisting Visitors to Evacuate

- All visitors must be accounted for
- Consider sign in list upon entering building – to be used during emergency
- Hosts or fire ‘warden’ to help these individuals safely evacuate or shelter in place





# Shelter in Place Procedures

Conditions under which a shelter in place (SIP) is necessary

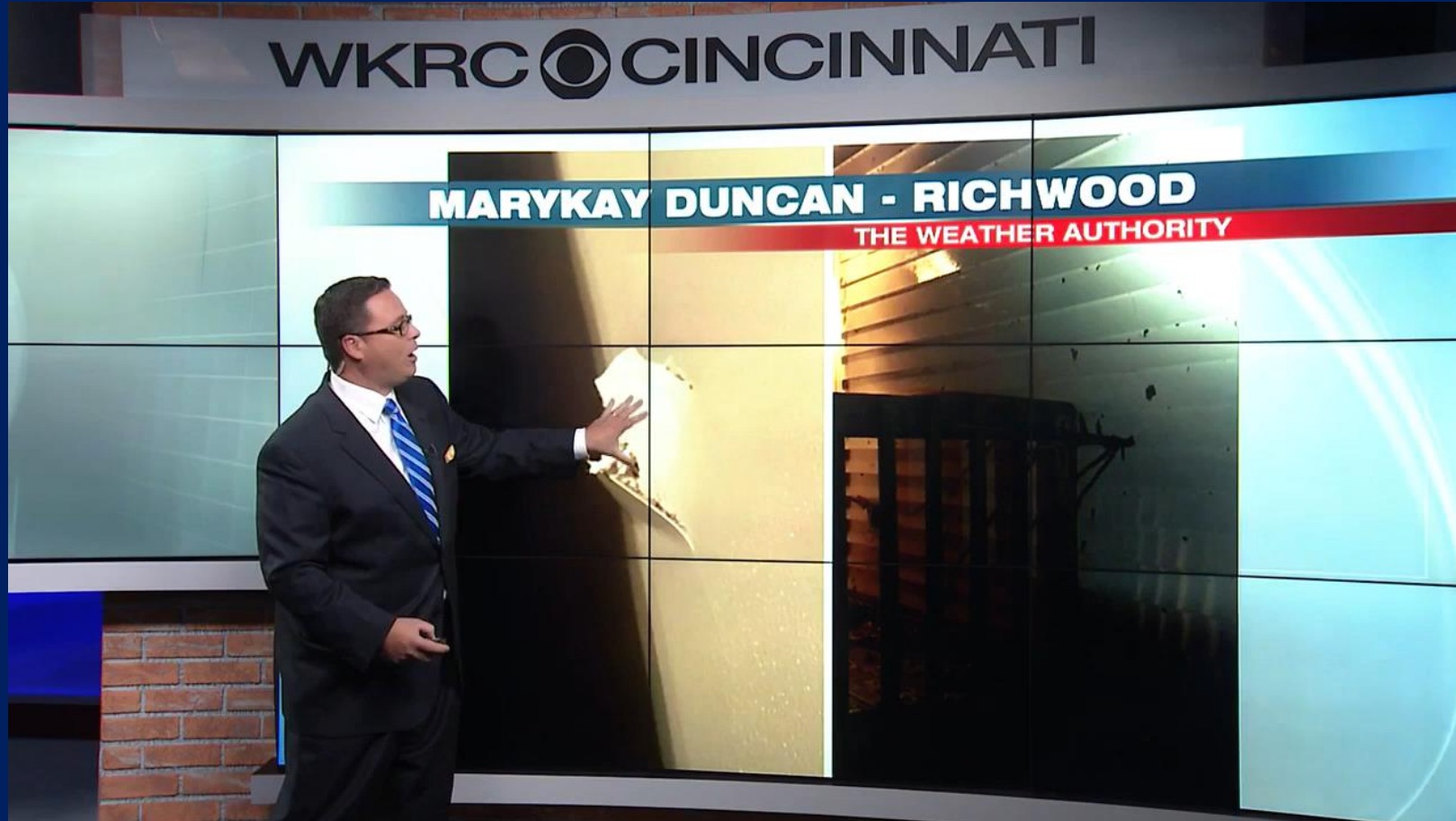
- Clear chain of command
- Where to shelter in place
- Headcount activities
- Notification and Communication

# Shelter in Place Procedures

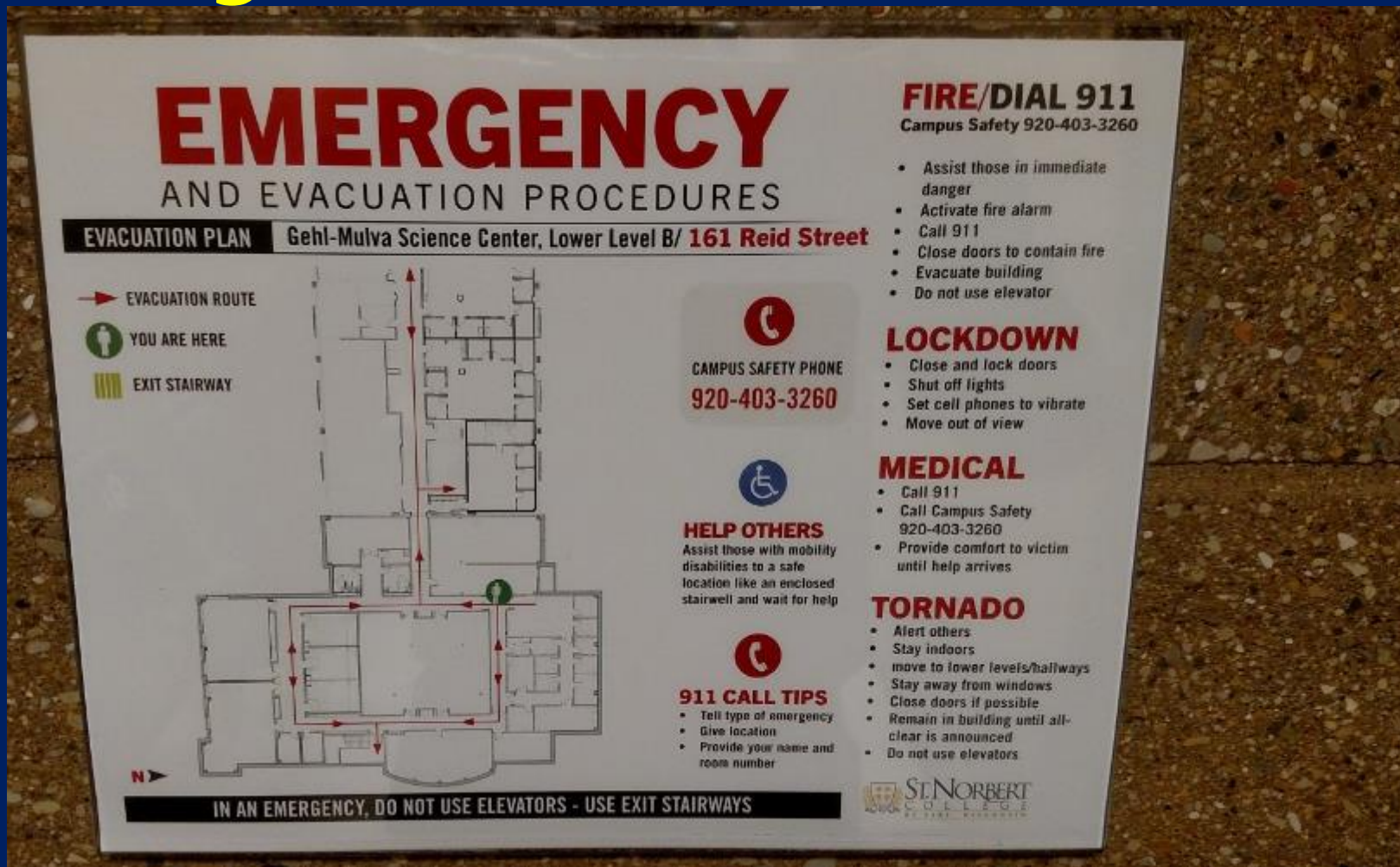
## - Chemical Emergency



# Shelter in Place – Weather Related



# Example of Emergency Evacuation Diagram



Building hallways have Emergency Postings with floor plans showing you how to evacuate in case of an emergency.



# Fire, Rescue and Medical Services

## Do You Plan to Use?

- Local EMS
- Local Fire Department

***Make sure they are prepared to respond as outlined in your plan***

- Invite for a facility walkthrough and suggestions
- Identify hazardous tasks or operations
- Establish relationships





Rescue & Medical Duties

Internal Emergency Response Team

# Rescue & Medical Duties

- Basic First Aid
- Triage
- Evacuation Assistance
- Fire Extinguisher Trained

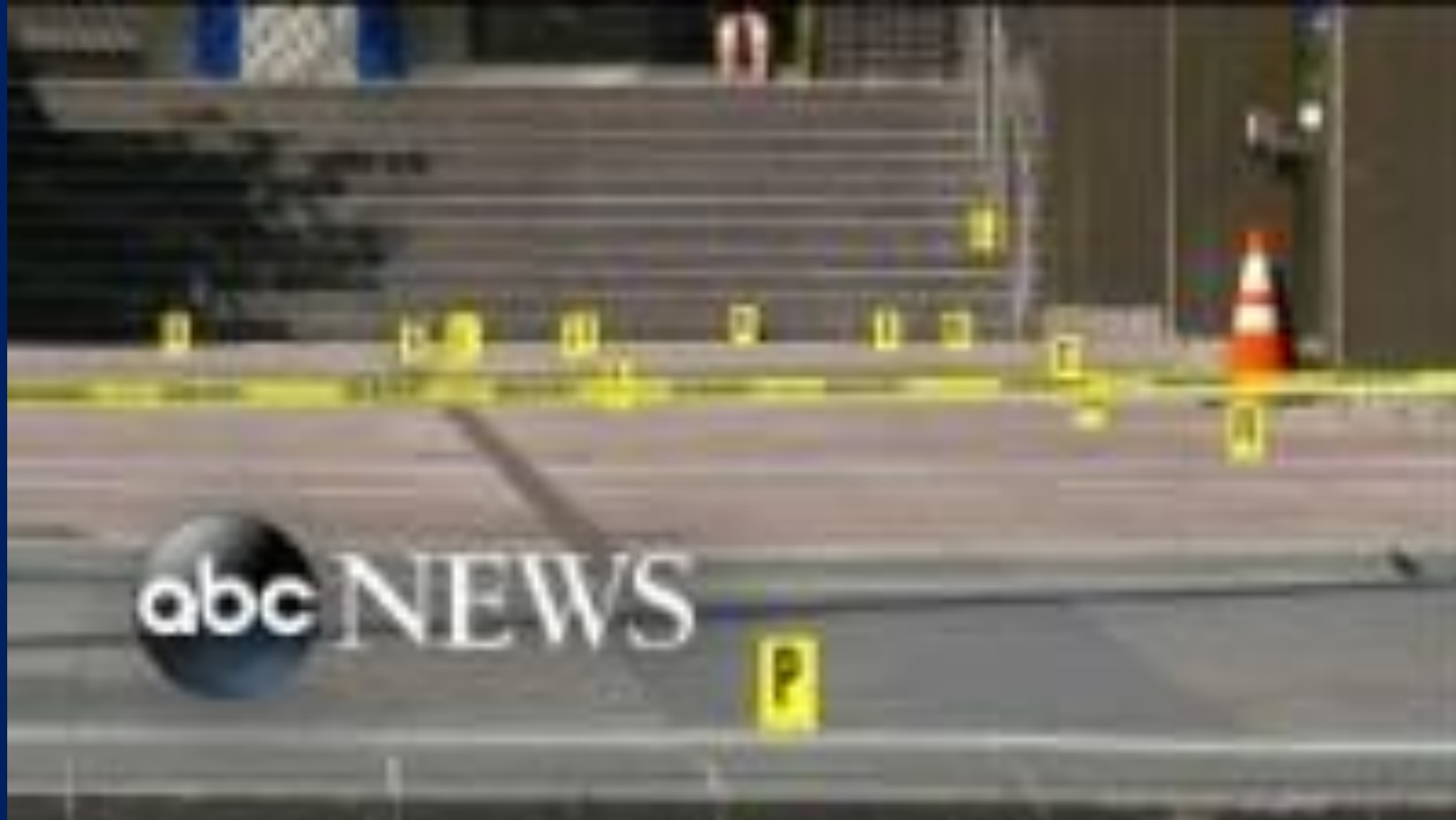


# Lockdown Procedure



# Lockdown Procedures

## - Active Shooter



# Lockdown Procedures

## - Active Shooter



# So far . . .

- Discussed most elements of an effective EAP:
  1. Means of reporting fire and other emergencies
  2. Evacuation Procedures & Emergency Escape Routes
  3. Procedures for Critical Operations
  4. Accounting for All Employees
  5. Rescue & Medical Duties

# Last But Not Least

## - Plan Requires:



Contact  
Persons



Training &  
Practice  
Drills



Ongoing  
Updates &  
Revisions



# EAP Contacts

## Incident Command Role:

- Names
- Titles
- Phone Numbers

# BUSINESS EMERGENCY CONTACTS

BUSINESS INFORMATION

BUSINESS NAME

FACILITY NAME

ADDRESS

FACILITY PHONE 1

FACILITY PHONE 2

FACILITY MANAGERS

NAME

PRIMARY CONTACT #

ALTERNATE #

EMPLOYEES

NAME

PRIMARY CONTACT #

ALTERNATE #

EMERGENCY NUMBERS

FIRE DEPT

POLICE DEPT

AMBULANCE SVC

HOSPITAL

POISON CONTROL

ALARM COMPANY

UTILITY COMPANIES

NATURAL GAS

ELECTRICITY

WATER SVC

INSURANCE COMPANY

COMPANY NAME

CLAIMS HOTLINE

POLICY NUMBER

UPDATE INFORMATION

UPDATED BY

DATE OF UPDATE

# Employee Training – What to Train

- Types of emergencies that may occur
- Proper course of action
- Function & elements of Emergency Action Plan (EAP)
- Fire hazards and any other special hazards



# Employee Training – What to Train

- Individual roles and responsibilities
- Notification, warning and communications procedures
- Emergency response procedures
- Evacuation, shelter and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures



# Employee Training – Who to Train

- All Full and Part-Time Employees
  - Seasonal Employees
- 
- NOTE: Contract Employees Need to Know Hazards Specific to Your Operation as It Pertains to Their Work



# Employee Training – When to Train

- When initially assigned to the job
- When the plan changes
- When actions or responsibilities change
- Retraining/Drills annually
- First aid procedures

# General Industry vs. Construction EAPs

## General Industry

- Fire & Explosions
- Hazardous Materials Spills
- Tornadoes & Earthquakes
- Floods
- Earthquakes
- Other - Workplace Violence



## Construction Industry

- Heavy Equipment Failure
- Confined Space Rescues
- Cave-In Rescues
- Fall Arrest Rescues
- Worker Injuries
- Struck by/Caught In or Between Incidents
- Medical Emergencies

# Next Steps

- Identify if your organization has a plan
  - ➡ If Yes - Review and become familiar with it
  - ➡ If No – identify resources that can help

# Develop a Custom Plan

## SIMPLE

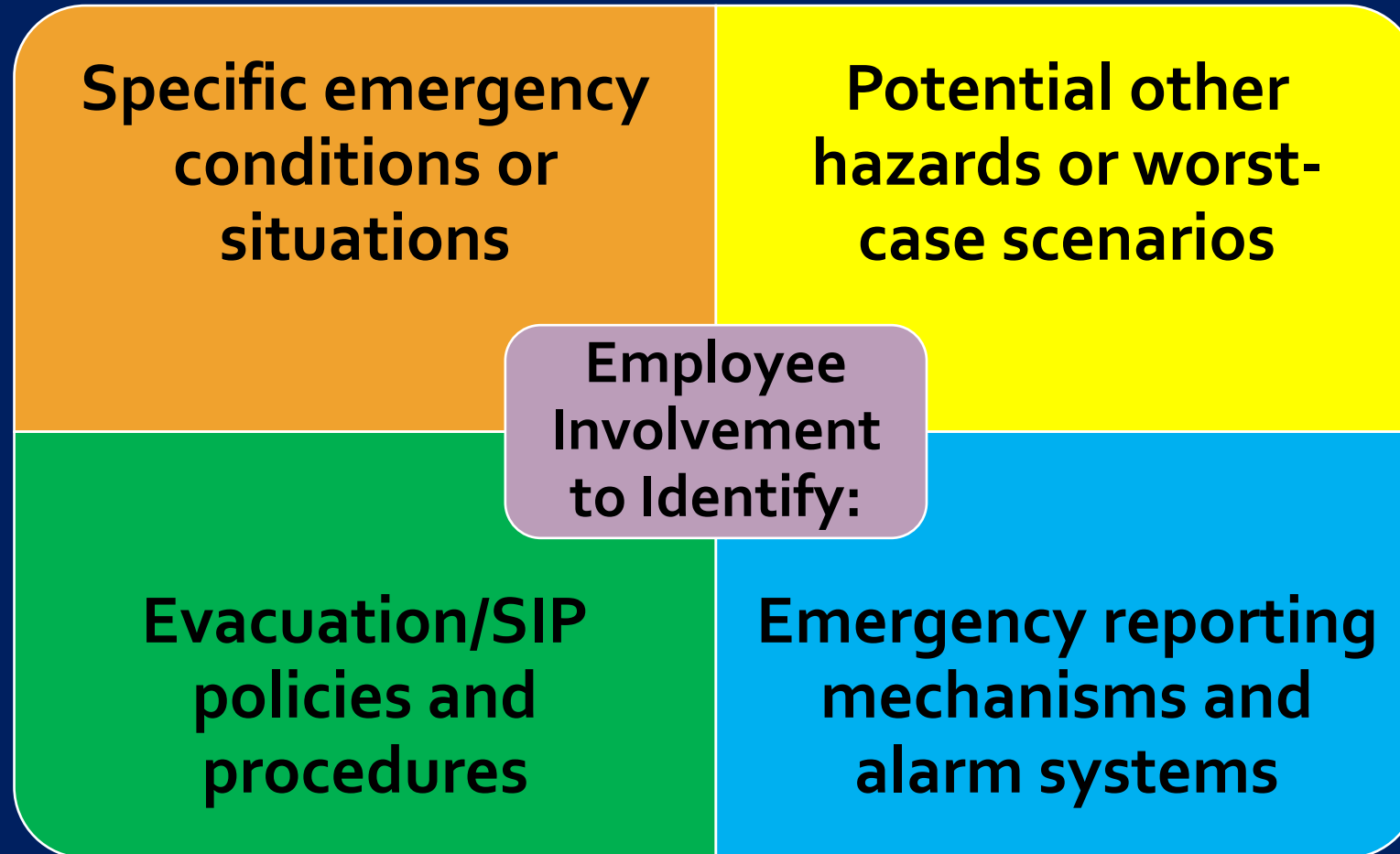
- Offices
- Small Retail Shops
- Small Manufacturing Settings



## MORE COMPLEX

- Workplaces with hazardous materials
- Workplaces with critical operations:
  - Employees fight fires
  - Employees perform rescue & medical tasks
  - Employees delay evacuation to shut down critical EQ

# Develop a Custom Plan



# Develop a Custom Plan - Simple

- Use existing company plan/program
- Search for free templates available online
- Use OSHA's EAP Planning Tool



# Develop a Custom Plan - Simple

- OSHA eTool Demonstration
  - Emergency Preparedness
- <https://www.osha.gov/>

# Develop a Custom Plan - Complex

- Use existing company plan/program
- Research CDC/NIOSH Programs
- Benchmark Similar Organizations with Similar Hazards
- Seek Assistance from Experienced EHS/IH Professionals
- Consider OSHA Compliance Assistance



# Review – Coordinate – Update Plan



- Review Plan
- Include Other Employee Groups in Building
- Include Local emergency Responders
- Drill Plan to Test Effectiveness
- Adjust & Improve Plan - Keep Up to Date
- Maintain Written Plan at Workplace

NOTE: < 10 Employees- can communicate plan orally

# How to Measure EAP Effectiveness



Source:

**SafetyCulture**

# EAP Examples / Testimonies

- Any Volunteers to Speak About Their EAP:
  - What emergencies does it include?
  - What has worked well?
  - What can be improved?



# Where to Get More Information

OSHA.Gov Website:

- Emergency Action Plan
- Plan Elements

## Evacuation Plans and Procedures » Emergency Action Plan

An emergency action plan (EAP) is a written document required by particular OSHA standards. [\(29 CFR 1910.38\(g\)\)](#) The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. A poorly prepared plan, likely will lead to a disorganized evacuation or emergency response, resulting in confusion, injury, and property damage.



### Minimum Requirements

Putting together a comprehensive emergency action plan that deals with those issues specific to your worksite is not difficult. It involves taking what was learned from your workplace evaluation and describing how employees will

respond to different types of emergencies, taking into account your specific worksite layout, structural features, and emergency systems.



### Develop & Implement an EAP

Drafting an emergency action plan (EAP) is not enough to ensure the safety of your employees. When an evacuation is necessary, you will need responsible, trained individuals who can supervise and coordinate activities to ensure a

safe and successful evacuation.



### Evacuation Elements

A disorganized evacuation can result in confusion, injury, and property damage.



### Fight or Flee?

A fire is the most common type of emergency for which small businesses must plan. Evacuation plans that designate or require some or all of the employees to fight fires with portable fire extinguishers increase the level of complexity of the plan and the level of training that must be provided employees.



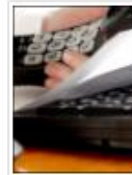
### Shelter-in-Place

Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or proximity to a place of business that it is safer to remain indoors rather than to evacuate employees.



### Fire, Rescue, Medical Services

Although most of us quickly move away from the hazardous environments created during emergency situations, a group of dedicated and well-trained professional emergency responders and medical service personnel are tasked with containing and mitigating these incidents, rescuing individuals at risk, and providing medical assistance to the injured.



### Reporting Emergencies

Employees must know how to report emergencies. Some use internal telephone numbers, intercom, or public address systems to notify other employees. It is important for employees to also notify the proper authorities

such as fire, medical, or rescue services, if your company relies on this type of assistance during an emergency.

# Where to Get More Information

- OSHA: OSHA.Gov
- CDC: <https://emergency.cdc.gov/>
- NIOSH: <https://www.cdc.gov/niosh/topics/emergency.html>
- Ready.GOV: <https://www.ready.gov/>
- LinkedIn: Emergency Preparedness for Construction Sites
- NFPA: Life Safety Code 101

# In Closing – What We Covered Today

- Emergency Action Plan – What it is and Why it is Vital
- Minimum Requirements to be Ensure You Are Ready
- Real Events and EAP Testimonies from which to learn
- Where to get more information

# Questions & Answers





Thank you for  
your time and  
attention

Happy Fall  
Y'all!

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