**Employee Emergency Action Plan**

**29 CFR 1926.35—Employee Emergency Action Plans**

**29 CFR 1910.38—Emergency Action Plans**

***Scope/Application:*** *These standards apply when another OSHA standard requires an emergency action plan or when fire extinguishers are provided at the worksite but they are not intended for employee use.*

*The following standards reference emergency action plans or an emergency response plan:*

* *29 CFR 1926.60—Methylenedianiline*
* *29 CFR 1926.64—Process Safety Management of Highly Hazardous Chemicals*
* *29 CFR 1926.65—Hazardous Waste Operations and Emergency Response (HAZWOPER)*
* *29 CFR 1926.1127—Cadmium*
* *29 CFR 1926.1144—1,2-dibromo-3-chloropropane*
* *29 CFR 1926.1145—Acrylonitrile*
* *29 CFR 1926.1147—Ethylene Oxide*

***Note:*** *29 CFR 1926.64—Process Safety Management of Highly Hazardous Chemicals and 29 CFR 1926.65—Hazardous Waste Operations and Emergency Response (HAZWOPER) require an Emergency Action Plan that meets the requirements of 29 CFR 1926.35. 29 CFR 1926.60—Methylenedianiline, 29 CFR 1926.1144—1,2-dibromo-3-chloropropane, and 29 CFR 1926.1147—Ethylene Oxide require an Emergency Action Plan that meets the requirements of 29 CFR 1910.38. Other standards that require an emergency plan but do not specifically reference 29 CFR 1926.35 or 29 CFR 1910.38 include 29 CFR 1926.1127—Cadmium and 29 CFR 1926.1145—Acrylonitrile. 29 CFR 1926.65—Hazardous Waste Operations and Emergency Response (HAZWOPER) also requires an emergency response plan in addition to an emergency action plan.*

*The following standard is referenced in 29 CFR 1926.35—Employee Emergency Action Plans:*

* *29 CFR 1926.159—Employer Alarm Systems*

***Note:*** *29 CFR 1926.35—Employee Emergency Action Plans requires that an employee alarm system be established that complies with 29 CFR 1926.159—Employer Alarm Systems (Note: Although the standard references 1926.159, which was removed from the standards in 1996, reference 1926.150—Fire Protection for requirements pertaining to alarm systems).*

*The following standard is referenced in 29 CFR 1910.38—Emergency Action Plans:*

* *29 CFR 1910.165—Employer Alarm Systems*

***Note:*** *29 CFR 1910.38—Emergency Action Plans requires that an employee alarm system be established that complies with 29 CFR 1910.165—Employer Alarm Systems*

***Standard Requirements for 29 CFR 1926.35—Employee Emergency Action Plans and 29 CFR 1910.38—Emergency Action Plans:***

* ***Programs/Plans:*** *Emergency Action Plan*
* ***Procedures/Practices:*** *Emergency procedures (Include in your Emergency Action Plan)*
* ***Training:*** *Initially, refresher*
* ***Inspections:*** *Not stated*
* ***Recordkeeping:*** *Plan*

***Example Plan:*** *The following example plan may be modified to be site-specific to the organization. Please reference 29 CFR 1926.35—Employee Emergency Action Plans and/or 29 CFR 1910.38—Emergency Action Plan to ensure that all requirements are being met.*

**Emergency Action Plan**

**Purpose**

The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats or chemical releases.

**Emergency Plan Coordinators**

|  |  |  |
| --- | --- | --- |
| **Building/Department** | **Name/Title** | **Phone #** |
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Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this plan.

**Means of Reporting Emergencies**

All fires and emergencies will be reported by one or more of the following means as appropriate:

* Verbally to the coordinator during normal working hours.
* By telephone if after hours/weekends.
* By the building alarm system.

The following numbers will be posted throughout the facility:

* Fire
* Police
* Ambulance
* Hazmat
* Poison Control

**Alarm System Requirements**

Alarm system requirements for notifying employees during an emergency will be as follows:

* Provides warning for safe escape.
* Can be perceived by all employees.
* Alarm is distinctive and recognizable.
* Employees have been trained on the alarm system.
* Emergency phone numbers are posted.
* Emergency alarms have priority over all other communications.
* Alarm system is properly maintained.

**Sounding the Alarm**

The alarm signals for this facility are below:

* For fire:
* For chemical release:
* For hazardous weather:
* Other:

**Evacuation Plans**

Emergency evacuation escape route plans are posted in key areas of the facility. All employees will be trained on primary and secondary evacuation routes for each type of emergency, as well as storm/tornado shelter locations, and whether employees should exit the facilities or shelter-in-place or in some other internal area of the worksite.

**For Building Evacuation***—*In the event of a *fire/explosion* evacuation, all occupants will promptly exit the building via the nearest exit. Go to your designated assembly point and report to your supervisor. Each supervisor (or designee) will account for each assigned employee via a head count. All supervisors will report their head count to ---\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who will be located at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or accessible via cell phone or radio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In the event of a *chemical release*, all affected employees will be given evacuation instruction by those in authority (supervisor, other) via:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Each supervisor (or designee) will account for each assigned employee via head count. All supervisors will report their head count to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Under no circumstances will employees leave the worksite unless instructed to so by management or other authority.

**Building Re-Entry***—*Once evacuated, no one will re-enter the building. Once the fire department or other responsible agency has notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the building is safe to re-enter, personnel will return to their work areas. If building re-entry is not permissible, employees will be given further instruction as applicable by those in authority (supervisor, fire department).

**Hazardous Weather***—*A hazardous weather alert consists of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.* When a hazardous weather alert is made, all employees will immediately report to the closest refuge area. Stay in this area until notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.*

**Training**

Employee training is provided initially for all new employees. Employees will also receive refresher training when employees’ responsibilities change, and when the plan changes. Subjects to be covered include:

* Emergency escape procedures/routes
* Fire extinguisher locations and proper use (when the use is required by the company)
* Procedures for accounting for employees and visitors
* Major facility fire hazards
* Fire prevention practices
* Means of reporting fires/emergencies (use and types of alarm systems)
* Names/titles of emergency coordinators
* Availability of the plan to employees
* Hazardous weather procedures
* Special duties as assigned to coordinators and those listed above.

Written records will be maintained for all training and provided to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The personnel listed below have been trained specifically to assist in the safe and orderly emergency evacuation of employees.

|  |  |  |
| --- | --- | --- |
| **Task** | **Building/Department** | **Name/Title/Phone#** |
| Evacuation Assistance |  |  |
| Evacuation Assistance |  |  |
| Evacuation Assistance |  |  |
| Emergency Shutdown |  |  |
| Emergency Shutdown |  |  |
| Emergency Shutdown |  |  |

**Fire Extinguisher Educational Program**   
  
*Fire Triangle*

To understand how fire extinguishers work, you need to understand a little about fire. Fire is a very rapid chemical reaction between oxygen and a combustible material, which results in the release of heat, light, flames, and smoke.   
  
For fire to exist, the following four elements must be present at the same time:

* Enough oxygen to sustain combustion,
* Enough heat to raise the material to its ignition temperature,
* Some sort of fuel or combustible material, and
* The chemical reaction that is fire.

***How a Fire Extinguisher Works***  
Portable fire extinguishers apply an extinguishing agent that will either cool burning fuel, displace or remove oxygen, or stop the chemical reaction so a fire cannot continue to burn. When the handle of an extinguisher is compressed, agent is expelled out the nozzle. A fire extinguisher works much like a can of hair spray.   
  
All portable fire extinguishers must be approved by a nationally recognized testing laboratory to verify compliance with applicable

Different types of fire extinguishers are designed to fight different types of fire. The three most common types of fire extinguishers are: air pressurized water, CO2 (carbon dioxide), and dry chemical. The following table provides information regarding the type of fire and which fire extinguisher should be used.

***Types of Fire Extinguishers***

**Ordinary Combustibles***—*Fires in paper, cloth, wood, rubber, and many plastics require a water type extinguisher labeled A.

**Flammable Liquids***—*Fires in oils, gasoline, some paints, lacquers, grease, solvents, and other flammable liquids require an extinguisher labeled B.

**Ordinary Combustibles, Flammable Liquids, or Electrical Equipment***—*Multi-purpose dry chemical is suitable for use on class A, B, and C.

**Metals***—*Fires involving powders, flakes or shavings of combustible metals such as magnesium, titanium, potassium, and sodium require special extinguishers labeled D.

*Fire Extinguishers Provided for Employee Use*

When fire extinguishers are available for employee use, the employer must educate employees on the principles and practices of using a fire extinguisher and the hazards associated with fighting small or developing fires. This education must be provided annually and when a new employee is first hired.  
  
Employees who have been designated to use fire extinguishers as part of the emergency action plan, must be trained on how to use the fire extinguishers appropriately in the workplace. This training is a specialized form of education that focuses on developing or improving skills. Training will be provided when employees are first assigned these duties and annually.

The following steps should be followed when responding to incipient stage fire:

* Sound the fire alarm and call the fire department, if appropriate.
* Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
* Select the appropriate type of fire extinguisher.
* Discharge the extinguisher within its effective range using the PASS technique (pull, aim, squeeze, sweep).
* Back away from an extinguished fire in case it flames up again.
* Evacuate immediately if the extinguisher is empty and the fire is not out.
* Evacuate immediately if the fire progresses beyond the incipient stage.

Most fire extinguishers operate using the following P.A.S.S. technique:

* **PULL...** Pull the pin. This will also break the tamper seal.
* **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.   
  ***Note:*** *Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.*
* **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
* **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

**Identified Fire Hazards and Responsible Personnel**

**HAZARD IDENTIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Building** | **Control** | **Extinguisher Location** | **Responsible Personnel** |
|  |  |  |  |  |
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**FIRE EXTINGUISHER LOCATION**

|  |  |  |
| --- | --- | --- |
| **Type** | **Building** | **Extinguisher Location** |
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**Fire Prevention Checklist**

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| --- | --- | --- | --- |
| **Electrical Equipment** | | | |
| \_\_\_ | No makeshift wiring | \_\_\_ | Fuse and control boxes clean and closed |
| \_\_\_ | Extension cords serviceable | \_\_\_ | Circuits properly fused or otherwise protected |
| \_\_\_ | Motors and tools free of dirt and grease areas (if required) | \_\_\_ | Equipment approved for use in hazardous |
| \_\_\_ | Lights clear of combustible materials | \_\_\_ | Safest cleaning solvents used |

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| --- | --- | --- | --- |
| **Friction** | | | |
| \_\_\_ | Machinery properly lubricated | \_\_\_ | Machinery properly adjusted and/or aligned |

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| --- | --- | --- | --- |
| **Special Fire-Hazard Materials** | | | |
| \_\_\_ | Storage of special flammable isolated | \_\_\_ | Nonmetal stock free of tramp metal |

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| --- | --- | --- | --- |
| **Welding and Cutting** | | | |
| \_\_\_ | Area surveyed for fire safety | \_\_\_ | Combustible removed or covered |
| \_\_\_ | Permit issued |  |  |

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| --- | --- | --- | --- |
| **Open Flames** | | | |
| \_\_\_ | Kept away from spray rooms and booths | \_\_\_ | Portable torches clear of flammable surfaces |
| \_\_\_ | No gas leak |  |  |

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| --- | --- | --- | --- |
| **Portable Heaters** | | | |
| \_\_\_ | Set up with ample horizontal and overhead clearances | \_\_\_ | Safely mounted on noncombustible surfaces |
| \_\_\_ | Secured against tipping or upset | \_\_\_ | Use of steel drums prohibited |
| \_\_\_ | Combustibles removed or covered | \_\_\_ | Not used as rubbish burners |

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| --- | --- | --- | --- |
| **Hot Surfaces** | | | |
| \_\_\_ | Hot pipes clear of combustible materials | \_\_\_ | Soldering irons kept off combustible surfaces |
| \_\_\_ | Ample containers available and serviceable | \_\_\_ | Ashes in metal containers |

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| --- | --- | --- | --- |
| **Smoking and Matches** | | | |
| \_\_\_ | No smoking” and “smoking” areas clearly marked areas | \_\_\_ | No discarded smoking materials in prohibited |
| \_\_\_ | Discarded cigarette containers available and serviceable | \_\_\_ | Ashes in metal containers |

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| --- | --- | --- | --- |
| **Spontaneous Ignition** | | | |
| \_\_\_ | Flammable waste material in closed metal containers | \_\_\_ | Piled material kept dry and well ventilated |
| \_\_\_ | Flammable waste material containers emptied frequently | \_\_\_ | Trash receptacle emptied daily |

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| --- | --- | --- | --- |
| **Static Electricity** | | | |
| \_\_\_ | Flammable liquid dispensing vessels grounded and bonded | \_\_\_ | Proper humidity maintained |
| \_\_\_ | Moving machinery grounded |  |  |

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| --- | --- | --- | --- |
| **Housekeeping** | | | |
| \_\_\_ | No accumulation of rubbish | \_\_\_ | Premises free of unnecessary combustible materials |
| \_\_\_ | Safe storage of flammables | \_\_\_ | No leaks or dripping of flammables and floor free of spills |
| \_\_\_ | Passageways clear of obstacles freely | \_\_\_ | Fire doors unblocked and operating |
| \_\_\_ | Automatic sprinklers unobstructed |  |  |

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| --- | --- | --- | --- |
| **Fire Protection** | | | |
| \_\_\_ | Proper type of fire extinguisher | \_\_\_ | Extinguishing system in working order |
| \_\_\_ | Fire extinguisher in proper location | \_\_\_ | Service date current |
| \_\_\_ | Access to fire extinguishers unobstructed | \_\_\_ | Personnel trained in use of equipment |
| \_\_\_ | Access to fire extinguishers clearly marked | \_\_\_ | Personnel exits unobstructed and maintained |
| \_\_\_ | Fire protection equipment turned on |  |  |

**Free Outreach Resources:**

[*Safety and Health Programs and Plans*](https://www.labor.nc.gov/safety-and-health/publications/example-programs) *(i.e., Example Programs to be Made Site-Specific)*

[*A - Z Safety and Health Topics*](https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health/occupational-safety-and-health-topic-pages) *(i.e., Learn More About Safety and Health Topics)*

[*Which Standards Apply?*](https://www.labor.nc.gov/which-osha-standards-apply) *(Identify the Standards Applicable to Your Worksite)*

[*Safety and Health Presentations*](https://www.labor.nc.gov/document-collection/osh-presentations) *(Downloadable Presentations to be Made Site-Specific)*

[*OSH Training Calendar*](https://www.labor.communications.its.state.nc.us/OSHPublic/ETTA/class_regist/calendar.cfm) *(i.e., Register for Webinars, In-Person Classroom Training, Virtual Events)*

[*Streaming Video Services*](https://www.labor.nc.gov/safety-and-health/library/how-borrow-dvds-and-videos#are-your-videos-online) *(On-Demand Training)*

[*Request Outreach Services*](https://www.labor.communications.its.state.nc.us/OSHPublic/ETTA/Outreach/Outreach_Request_Form.html) *(i.e., Request Training, Booths, Guest Speaker)*

[*AskOSH*](https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health/ask-osh) *(Interpretations)*