

# **OSHA Requirement**

## **29 CFR 1910.38/.39**

**Every US Employer shall have an  
Emergency Action and Fire  
Protection Plan**

# WHAT IS AN EMERGENCY ACTION PLAN (EAP)

Written plan which an organization is required to have and which must be displayed at every job site with a certain number of employees (usually ten). It should detail step-by-step procedures to follow in emergencies such as fire, chemical spill, or a major accident. An emergency action plan also includes information such as whom to notify, who should do what, and location of emergency supplies.

# Emergency Plan Creation

- Team
  - ❖ Team members should include Human Resources, Risk Management & Major Stake Holders
- Meetings
  - ❖ Meetings should be scheduled to allow for all team members to participate
- Existing Plan
  - ❖ Plans are to be reviewed and updated no less than annually.

# Emergency Plan Creation

- Identify the Facilities Group's Response
  - ❖ The different responsibilities of team members
- How to Report an Emergency
  - ❖ Identify Methods
- Copies of the Plan
  - ❖ Location and Availability

# Emergency Plan Creation

- Notification
  - ❖ How are your employees notified in different emergency situations
- Exit & Assembly Areas
  - ❖ These should be assigned and easily identifiable
- Area Wardens
  - ❖ Provide Assistance

# Emergency Plan Creation

- Identify Employees that Require Special Assistance
  - ❖ Preparations
- Fire Alarm Pull Stations
  - ❖ Clearly identified on map
- AED's if Available
  - ❖ Location and use



# Emergency Plan Creation

- Scenario
  - ❖ Not all situations require the same response
- Exercise your Plan
  - ❖ When and how
- Lessons Learned
  - ❖ Ways to improve

# Emergency Plan Creation

- Conclusion:
  - ❖ A properly prepared plan, likely could lead to a disorganized evacuation or emergency response resulting in confusion, injury, and property damage
- “If you fail to plan, you are planning to fail!”  
Benjamin Franklin