Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development

Emergency Action Plans

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- *A large amount of the material in this presentation was developed through the OSHA Office of Training and Education.*

Objectives

- Understand the purpose of an emergency action plan
- Review the key elements of an emergency action plan
- Appreciate the importance of training for emergencies

What is an Emergency Action Plan

An emergency action plan (EAP) is a written document designed to organize employer and employee actions during workplace emergencies.

Well developed emergency plans and proper employee training will result in fewer and less severe employee injuries and less damage to the facility during emergencies.

An employer with 10 or fewer employees may communicate the plan orally.

Purpose

Emergency Action Plans (EAP) need to be developed to ensure employees and guests are prepared for emergency situations.

The EAP includes plans for emergency incidents such as:

- Fires
- Personal injury
- Severe weather/ hurricane/ flood
- Hazardous materials incident /chemical spills
- Gas leaks
- Bomb threats
- Security issue/ hostile intruder
- Suspicious packages/bomb threats

Purpose

- Employers know what to do before the emergency occurs.
- Employers know what instructions to give their employees.
- Employees know what to do before the emergency occurs.

Minimum Requirements

At a minimum, the plan must include, but is not limited to the following elements:

- Means of reporting fires and other emergencies.
- Evacuation procedures and emergency escape route assignments.
- Procedures for employees who remain to operate critical plant operations before they evacuate.
- Accounting for all employees after an emergency evacuation has been completed.
- Rescue and Medical Duties for employees performing them
- Names or job titles of persons who can be contacted

Means of Reporting Fires

There are preferred procedures for reporting a fire or other emergency such as dialing 911, or an internal emergency number, or pulling a manual fire alarm, but there are many other possibilities.

Evacuation Procedures & Escape Routes

Evacuation policies, procedures, and escape route assignments are put into place so that employees understand who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate, and what routes to take.

Exit Escape Routes

Exit routes should be:

- Clearly marked and well lit.
- Wide enough to accommodate the number of evacuating personnel.
- Unobstructed and clear of debris at all times.
- Unlikely to expose evacuating personnel to additional hazards.

Blocked Exit Routes

- Storage in egress path is prohibited.

Exit Signs

- Exits must be marked by a readily-visible sign.
- Every exit sign must be distinctive and easily identifiable.

- Any doors, passageways or stairways which are not exits must be marked “NOT AN EXIT.”

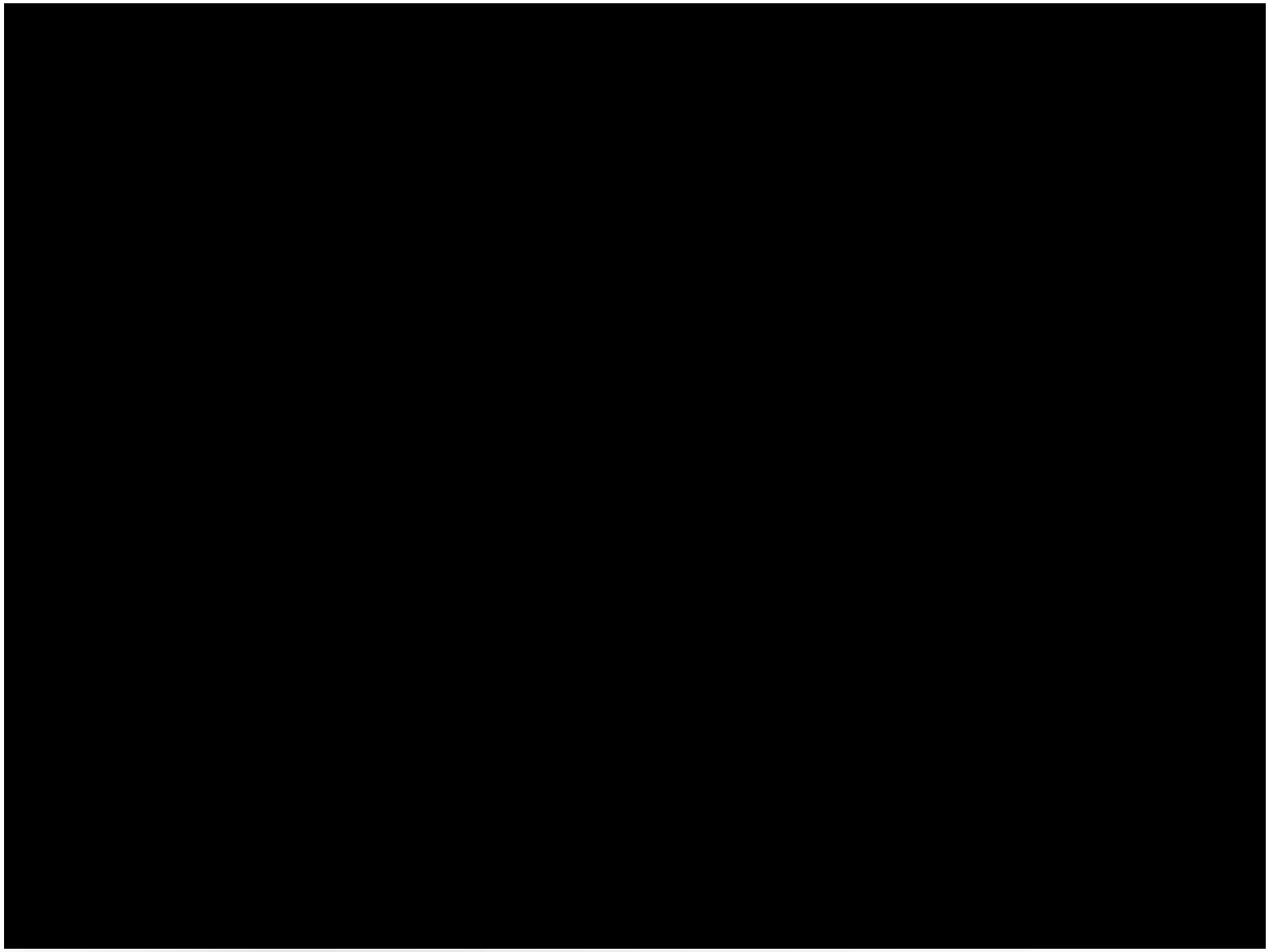
Exit Locks

- Exits must be kept unlocked in direction of travel when building is occupied.
- Exits should not be chained shut, locked or have any devices applied that make exiting difficult.

Blocked Exits

- Exits must be unobstructed at all times.

Example of a Bad Exit



Assisting Visitors and Employees

Develop procedures for assisting visitors and employees to evacuate, particularly those who may need assistance or who do not speak English.

Rescue and Medical Duties

Most organizations rely on local fire department to provide emergency medical services. However, you also may want to train your employees in first-aid procedures, including protection against bloodborne pathogens.

If Employees Remain for Critical Operations

Some sites have equipment that could cause a catastrophic chemical release if all staff evacuate.

The EAP should list those tasks, those specific personnel, and how they evacuate.

Accounting for Employees After Evacuation

To ensure the fastest, most accurate accountability of your employees, include these steps in your emergency action plan:

- Designate assembly areas where employees should gather after evacuating.
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge.

Shelter in Place, Stay Put or Get Away?

Shelter-in-place is used when an emergency has occurred outside the building, such as a storm or flood:

- Ask employees to call their emergency contact to let them know where they are and that they are safe.
- Select interior rooms above the ground floor, with the fewest windows or vents.

Shelter in Place (continued)

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

Development of an EAP

EAPs must be site specific with respect to:

- Emergency conditions evaluated
- Evacuation policies and procedures
- Emergency reporting procedures, mechanisms and alarm systems

Development of An EAP (continued)

EAP's should also include:

- A description of how employees will be informed of the contents of the plan and trained in their roles and responsibilities
- A list of key personnel who should be notified during off-hour emergencies

Emergency Contact Sheet

FOR EMERGENCY SERVICES: DIAL 911

The best time to prepare for an emergency is before it happens. Fill out this sheet and keep it near each phone. Update the sheet when necessary, and be sure to let family, babysitters, and others know that it is available.

EMERGENCY NUMBERS

Poison Control Center: **1-800-222-1222**
Hospital Name: Phone:
Doctor's Name: Phone:
Dentist's Name: Phone:
Pharmacy Name: Phone:
Health Insurance Plan:
Policy #: Phone:

FAMILY CONTACT NUMBERS

Parents' Names:
Kids' Names:
Address:
City: State: Zip:
Home Phone:
Mom Cell #: Mom Work #:
Dad Cell #: Dad Work #:

Emergency Contact 1
Name:
Relationship:
Phone:

Emergency Contact 2
Name:
Relationship:
Phone:

In an emergency, call 911 or your child's doctor. Before your child gets sick, speak with your doctor about the best way to handle an injury, illness, or emergency.

Development of An EAP (continued)

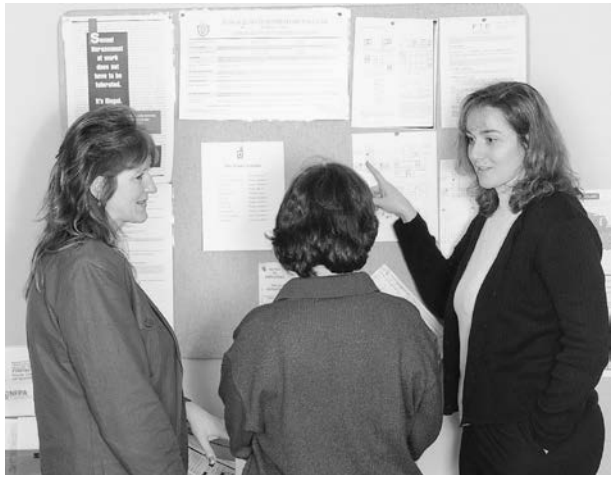
- Must have one for each location
- Must be communicated to employees
- Must be reviewed at least annually and updated where appropriate
- Employees must be trained on proper procedures and they need to understand the plan

Training

Educate your employees about the types of emergencies that may occur and train them in the proper course of action.

Be sure all employees understand the function and elements of your emergency action plan, including types of potential emergencies, reporting procedures, alarm systems, evacuation plans, and shutdown procedures.

Discuss any special hazards you have onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances. (Map)



Training (continued)

General training for your employees should also address the following:

- Individual roles and responsibilities.
- Threats, hazards, and protective actions.
- Notification, warning, and communications procedures.
- Means for locating family members in an emergency.
- Emergency response procedures.
- Evacuation, shelter, and accountability procedures.
- Location and use of common emergency equipment.
- Emergency shutdown procedures.

Evacuation drills

- Effective plans often call for retraining employees annually and include drills in which employees can practice evacuating their workplace and gathering in the assembly area.
- Some settings (healthcare, schools, dormitories) have a mandatory schedule.
- NFPA recommends periodic drills in office buildings that have more than 500 people total, or more than 100 people above or below ground level.

What is a Drill?

- Does not need to be full evacuation of an entire building.
- It can be an evaluation of a floor, wing, or a department and how the staff in that area respond.

Drills

- Drills allow staff to learn their building and exit doors that they don’t use often.

- During a real emergency, the building could be dark and confusing.

OSHA Resources eTool

UNITED STATES
DEPARTMENT OF LABOR

Find it in OSHA

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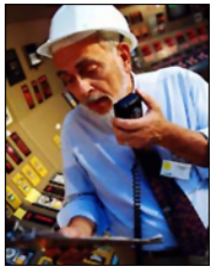
Emergency Action Plan | Emergency Standards | Expert Systems | Additional Assistance

Emergency Action Plan

An emergency action plan (EAP) is a written document required by particular OSHA standards. [29 CFR 1910.38(a)] 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.

https://www.osha.gov/SLTC/etools/evacuation/eap.html

OSHA Resources Create An EAP On Line

Occupational Safety & Health Administration

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eTools

Emergency Action Plan | Emergency Standards | Expert Systems | Additional Assistance

OSHA's Expert Systems » Create Your Own Emergency Action Plan (EAP)

An emergency action plan (EAP) is usually a written document required by particular OSHA standards. For smaller organizations, the plan does not need to be written and may be communicated orally if there are 10 or fewer employees. [29 CFR 1910.38(b)] The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. The elements of the plan must include, but are not limited to:

- Means of reporting fires and other emergencies
- Evacuation procedures and emergency escape 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 an emergency evacuation has been completed
- Rescue and medical duties for those employees who are to perform them
- Names or job titles of persons who can be contacted for further information or explanation of duties under the plan

This expert system will help you to create a simple EAP. This basic plan will be adequate for needs of many small and medium-sized entities. This basic plan may not be adequate for large establishments or those with more significant hazards. Users in such establishments should consider the special characteristics of their workplaces. Users can supplement this basic plan to address any situations that require special attention.

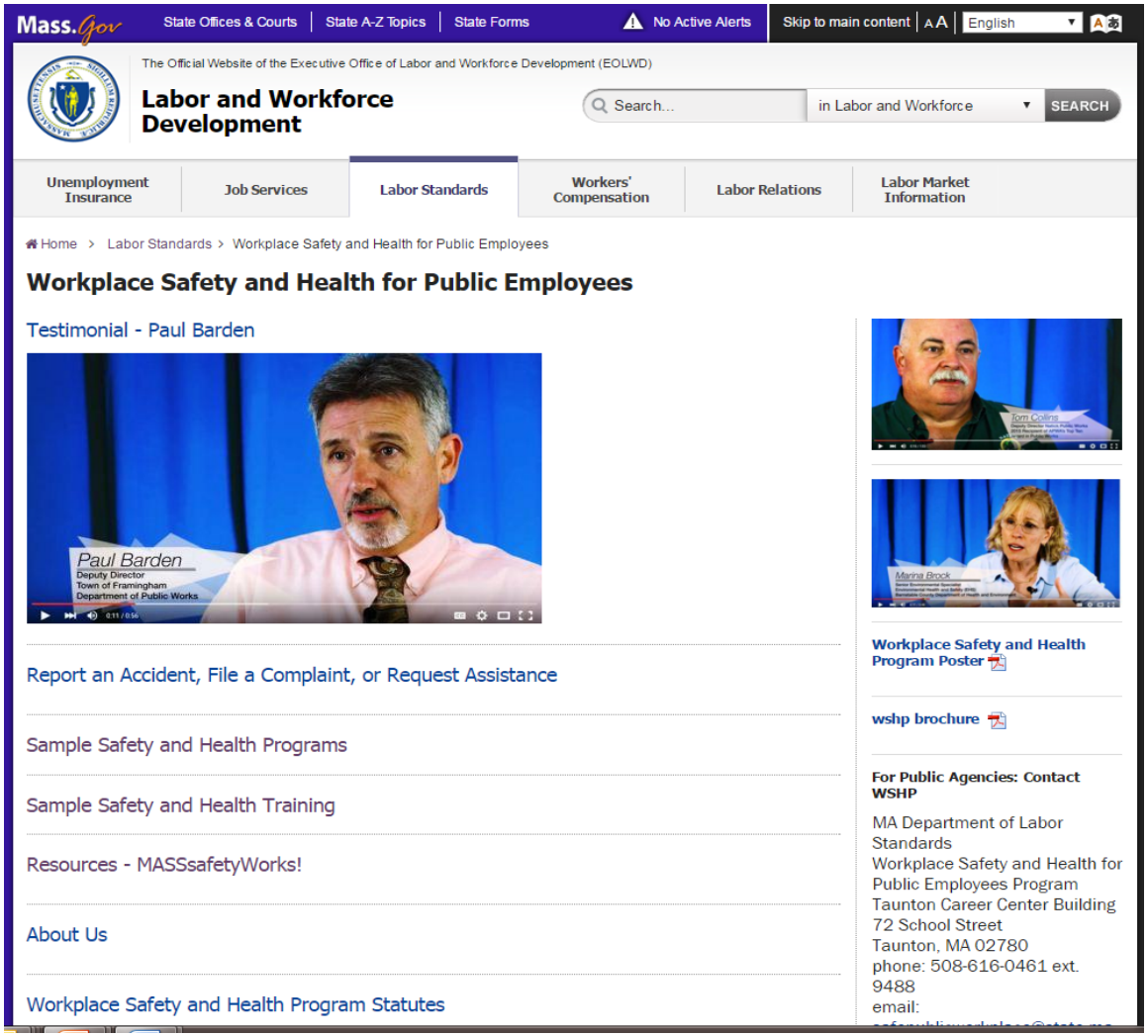
This OSHA Expert only provides information based on Federal OSHA Emergency Action Plan requirements. If you are covered by a state OSHA plan you may need to contact your local state OSHA office.

Most small and medium-sized entities will get their basic plans from this system in 10 to 15 minutes. Please remember that this expert system *DOES NOT save any of the information that you enter or the plan that it helps you to write*, so you should save or print your plan when it is completed. There is also a blank HTML version available. Please visit the OSHA Expert User Guide to obtain further instruction.

Begin

https://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm

Mass.Gov Resources

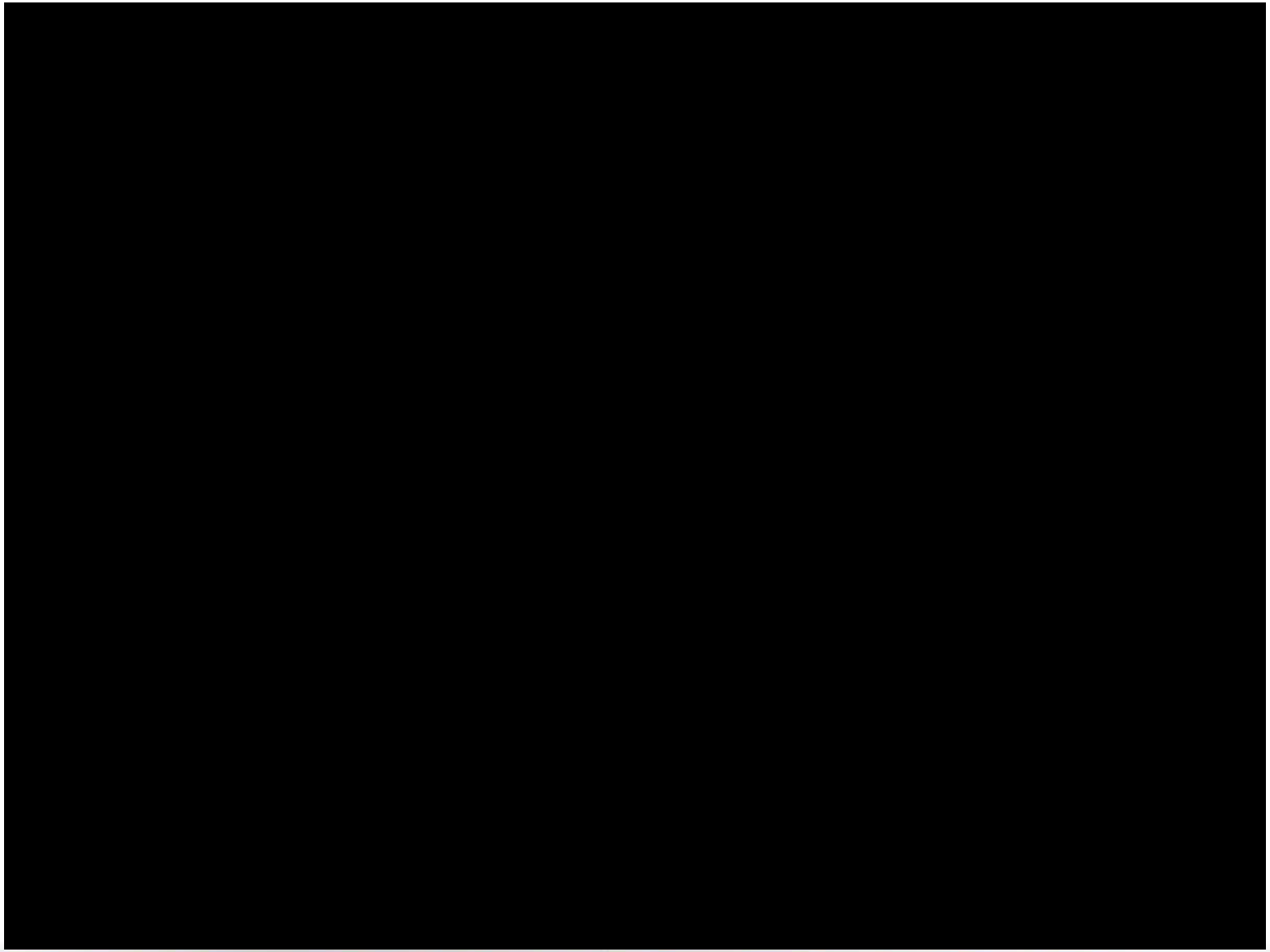


http://www.mass.gov/lwd/labor-standards/massachusetts-workplace-safety-and-health-program/

Course Summary

- Better understand the purpose of an emergency action plan
- Overview of the key elements of an emergency action plan
- Appreciation for the importance of training for emergencies

Big Bang Sample Practice Disaster Drill



Upcoming ……

Coming soon from Department of Labor Standards:

Safety & Health Management Plan:

- Each Secretariat will be provided with a template Safety Management Plan.
- The plan will help Safety Committees and management prioritize safety goals for FY17.

Webinar May 31, 2016: Accident Investigation

Thank you for attending

Questions?

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