



EMERGENCY ACTION PLAN – LEADING THE FIGHT

Subpart E

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HOW DO YOU PROTECT YOURSELF AND YOUR EMPLOYEES?

- ▶ Identify potential emergencies
- ▶ Develop plans to address each emergency
- ▶ Communicate the plans to each employee via training
- ▶ Reinforce the training by conducting drills

DEFINE WORKPLACE EMERGENCY?

- ▶ Unforeseen situation that threatens employees, customers, or the public, disrupts your operations, or causes physical / environmental damage

WHAT WORKPLACE EMERGENCIES MIGHT YOU ENCOUNTER?

- ▶ Tornadoes
- ▶ Earthquakes
- ▶ Hurricanes
- ▶ Fires
- ▶ Toxic gas releases
- ▶ Chemical spills
- ▶ Explosions
- ▶ Workplace violence
- ▶ Bomb threats



PREVENTING WORKPLACE FIRES

WORKPLACE FIRES

- ▶ Fires and explosions kill more than 100 and injure more than 5,000 workers each year
- ▶ There is a long and tragic history of workplace fires in this country caused by problems with fire exits and extinguishing systems
- ▶ OSHA requires employers to provide proper exits, fire fighting equipment, and employee training to prevent fire deaths and injuries in the workplace

FIRE DISASTER

- ▶ March 25, 1911 – Triangle Waist Factory in New York City
 - ▶ Within 18 minutes, 145 workers were dead as a result of the fire
 - ▶ Doors were locked by management to prevent employee theft; the only way out was an elevator
 - ▶ The deadliest accidental industrial building fire in the nation's history until September 11, 2001
- ▶ Led to changes such as:
 - ▶ Automatic sprinkler systems in high-risk buildings
 - ▶ Mandatory fire drills in large shops
 - ▶ Workplace doors must be kept unlocked and swing outward

FIRE DISASTER

February 20, 2003 – The Station, a Rhode Island nightclub

- ▶ The band's illegal pyrotechnics caused the stage to catch fire
- ▶ Even though 3 other exits were open and marked with lit signs, the majority of the crowd stampeded toward the main entrance doors; 100 people were ultimately killed
- ▶ Studies have shown that in times of panic, when quick egress is necessary, people tend to instinctively not look for alternate means of escape but instead automatically flee to the place from whence they entered



“Forty-three years of company history and we have never had a fire in this plant. Why invest money in a program that we obviously don’t need?”

- Plant Manager



In the wake of 9-11-2001, the number of American workers injured or killed escaping an emergency situation will be forever skewed

FIRE PREVENTION PLAN

- ▶ Must be in writing, kept in the workplace, and available to employees for review
- ▶ An employer with 10 or fewer employees may communicate the plan orally to employees

**PREVENT FIRE.
SAVE LIVES.**

FIRE PREVENTION PLAN (CONT'D)

The plan must include:

- ▶ A list of the major fire hazards and handling, storage, and control procedures
- ▶ Names or job titles of persons responsible for maintenance of equipment and systems to prevent or control ignitions or fires
- ▶ Names or job titles of persons responsible for control of fuel source hazards
- ▶ Training for all employees who have responsibilities in the plan








FIRE PREVENTION PLAN (CONT'D)

Employee information

- ▶ An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed
- ▶ An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection



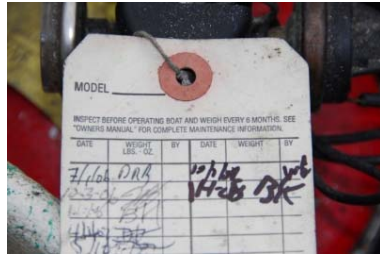
EXTINGUISHER CLASSIFICATION

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
A	Wood, paper, cloth, trash & other ordinary materials.	
B	Gasoline, oil, paint and other flammable liquids.	
C	May be used on fires involving live electrical equipment without danger to the operator.	
D	Combustible metals and combustible metal alloys.	
K	Cooking media (Vegetable or Animal Oils and Fats)	

Letter classification given an extinguisher to designate the class or classes of fire on which it will be effective

- ▶ Class A – ordinary combustibles (wood, cloth, paper)
- ▶ Class B – flammable liquids, gases, greases
- ▶ Class C – energized electrical equipment
- ▶ Class D – combustible metals

MAINTAINING PORTABLE FIRE EXTINGUISHERS



- ▶ Must maintain in a fully charged and operable condition
- ▶ Must keep in their designated places at all times except during use
- ▶ Must conduct an annual maintenance check
- ▶ Must record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less

FIRE EXTINGUISHER TRAINING AND EDUCATION

- ▶ Where portable fire extinguishers have been provided for employee use in the workplace, employees must be provided with an educational program on the: General principles of fire extinguisher use and the hazards of incipient (beginning) stage fire fighting
- ▶ Employees designated to use extinguishers must receive instruction and hands-on practice in the operation of equipment



EMERGENCY ACTION PLAN

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EMERGENCY ACTION PLAN (CONT'D)

The plan must include:



- ▶ Describes actions that must be taken to ensure employee safety in emergencies
- ▶ Includes floor plans or maps which show emergency escape routes
- ▶ Tells employees what actions to take in emergency situations
- ▶ Covers reasonably expected emergencies, such as fires, explosions, toxic chemical releases, hurricanes, tornadoes, blizzards, and floods

EMERGENCY ACTION PLAN (CONT'D)



- ▶ Review of the plan
 - ▶ When the plan is developed or employee is assigned to a job
 - ▶ When employee's responsibilities change
 - ▶ When the plan is changed
- ▶ Training
 - ▶ An employer must designate and train employees to assist in a safe and orderly evacuation of other employees

PRE-PLAN

- ▶ Invite representatives of your local Fire Department to tour your facility
 - ▶ Share your plan with them
 - ▶ Explain highly hazardous materials or locations
- ▶ Develop a Plan that includes:
 - ▶ Person in charge
 - ▶ Assignments for accountability and wardens to assure evacuation
 - ▶ Public Information

PRE-PLAN



EMERGENCY ACTION PLAN

EMERGENCY PROCEDURES CALL 911

Fire Department: _____

Police Department: _____

Report All Accidents to: _____

Jobsite Location: _____

_____ will be responsible for contacting family members in the event
of a serious or fatal injury.

PRE-PLAN

EMERGENCY ACTION PLAN



COMPETENT PERSON RESPONSIBILITIES

_____ will assume overall responsibility in the event of an emergency. He/She will:

- Contact the appropriate utility company
- Remain ON-SITE for police investigation following a serious or fatal injury
- Contact appropriate emergency responders (Names listed below)

Fire Extinguisher
Locations: _____

First Aid Kit Locations: _____

Tornado Shelter Location: _____

Assembly Area: _____

Hospital Directions: _____

Ambulance: _____

Doctor: _____



EXIT ROUTES, MAPS, AND TAKE HOME IDEAS FOR EMPLOYEES

EXIT ROUTES - BASIC REQUIREMENTS



Is this a proper exit door?

- ▶ Exit routes must be permanent and there must be enough exits in the proper arrangement for quick escape
- ▶ Exits must be separated by fire-resistant materials
- ▶ Openings into an exit must be limited to those necessary to allow access to the exit or to the exit discharge
- ▶ An opening into an exit must be protected by an approved self-closing fire door that remains closed or automatically closes in an emergency

EXIT DOOR MUST BE UNLOCKED



Locked and blocked exit

- ▶ Must be able to open from the inside at all times without keys, tools, or special knowledge
- ▶ Device such as a panic bar that locks only from the outside is permitted
- ▶ Must be free of any device or alarm that could restrict emergency use if the device or alarm fails
- ▶ May be locked from the inside only in mental, penal, or correctional facilities where there is constant supervision

MINIMIZE DANGER TO EMPLOYEES



Obstructed exit route

- ▶ Exit routes must be free and unobstructed
- ▶ Keep exit routes free of explosive or highly flammable materials
- ▶ Arrange exit routes so that employees will not have to travel toward a high hazard area, unless it is effectively shielded

EXIT ROUTE



SOUTH BEND



- ▶ Fire Extinguisher
- ▶ Stairs to Exit and Tornado Shelter
- ▶ Tornado Shelter: Underground Parking Garage
- ▶ Assembly Area: TCU Parking Lot
- ▶ AED and First Aid Kit Locations
- ▶ Fire Alarm

A continuous and unobstructed path of exit travel from any point within a workplace to a place of safety (including refuge areas)

- ▶ Exit Access
- ▶ Exit
- ▶ Exit Discharge

TAKE HOME IDEAS

- ▶ Emergency action plans at home
 - ▶ Involve families
 - ▶ Drawings of home escape routes and meeting places
 - ▶ Post at work in breakroom for all to see
- ▶ Seasonally appropriate contests
 - ▶ Storm/severe weather radios
 - ▶ Smoke detectors
 - ▶ Fire extinguishers

TAKE HOME IDEAS, CONTINUED

- ▶ Holiday Decorations
 - ▶ Electrical safety
 - ▶ Extension cord use
- ▶ Garage Safety
 - ▶ Flammable liquids – gasoline
 - ▶ Aerosols and paints

SUMMARY

- ▶ There must be enough exits in the proper arrangement for quick escape
- ▶ Exit routes must be marked, lighted, free of obstructions, and locks must not be used to impede or prevent escape
- ▶ An emergency action plan and a fire prevention plan must be in place
- ▶ Fire extinguisher classes and numerical ratings help a user understand its capabilities
- ▶ Fire extinguishers must be inspected, maintained and employees must be trained in how to use them

RESOURCES

OSHA eTool – Evacuation Plans and Procedures

<https://osha.gov/SLTC/etools/evacuation/index.html>

- ▶ Do I need an Emergency Action Plan (EAP)?
- ▶ What is an EAP?
- ▶ How do I write my own EAP?
- ▶ How do I evaluate my workplace to comply with OSHA's emergency standards?
- ▶ Where can I get additional assistance?