

Emergency Action Plans



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*Bureau of Workers' Comp
PA Training for Health & Safety
(PATHS)*



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What are EAPs?



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Emergency action plans, or EAPs, describe the actions employees should take to ensure their safety in the event of a fire or other emergency.

Well-developed EAPs and proper employee training (to ensure employees understand their roles and responsibilities under the plan) will result in fewer and less severe employee injuries, in addition to less damage to the facility during emergencies. An EAP must be in writing, kept in the workplace and available to all employees for review. An employer with 10 or fewer employees may communicate the plan orally.

EAP Considerations



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Any emergency situation that can affect the operation of your facility such as:

- Tornado
- Hurricane
- Flood.
- Security issue (hostages, robberies, etc.)
- Hazardous materials incident
- Fire
- Building collapse
- Natural gas leak

Mandatory Elements

All EAPs must have the following:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures to be followed by employees who must remain behind to operate critical plant/facility equipment/operations before they evacuate

Mandatory Elements (cont.)



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- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- Name and job title of every employee who may be contacted by employees needing more information about the plan or an explanation of their duties under the plan

Important Part of EAP = Means of Egress



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Any
safety
issues
here?



Yes!
Exit access
obstructed by
miscellaneous
storage.

Means of Egress

A continuous and unobstructed way of exit consisting of three parts:

- The pathway to the exit (access)
- The exit itself
- The pathway from the exit (discharge)

Includes both horizontal and vertical ways of travel.

Exits



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- 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."

Exits (cont.)

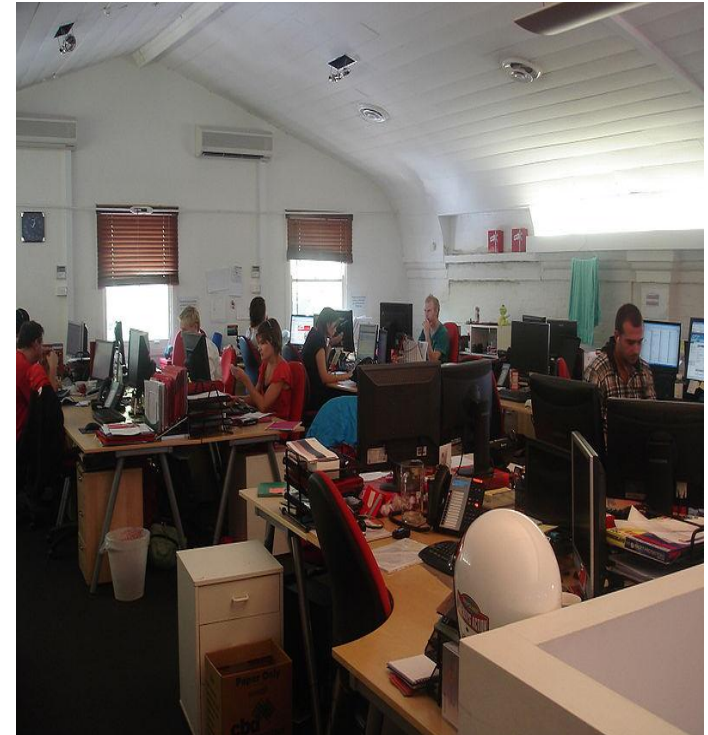


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- Exits should not be blocked/obstructed at any time.
- Exits should not be chained shut, locked or have any devices applied that make exiting difficult.
- Exit areas should be well-lit.
- Exit doors should be maintained regularly so they are easily operable.

Developing an EAP

A very simple plan will suffice for offices, small retail shops and small manufacturing locations where there are few or no hazardous materials processes and employees evacuate when alarms sound or they're notified by the public address system.



Developing an EAP (cont.)

More complex plans are required in facilities that:

- Contain hazardous materials
- Have employees who fight fires or perform rescue and medical tasks
- Delay evacuation after alarms sound so they can shut down critical equipment



Developing an EAP (cont.)

EAPs must be site specific with respect to:

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



Suggestion for Developing EAP

Anticipate the worst, and plan for it!



EAP – Planning Process

These elements should be addressed:

- Preferred procedures for reporting emergencies, such as dialing a particular phone number or using a manual fire alarm
- A description of the alarm system to be used to notify employees

EAP – Planning Process (cont.)

- An evacuation policy, procedure and escape route assignment so employees understand:
- Who is authorized to order an evacuation
- Under what conditions an evacuation would be necessary
- How to evacuate
- What routes to take
- Procedures should describe what actions employees are to take before and while evacuating, such as shutting windows, turning off equipment, etc.

EAPs – Planning Process (cont.)

EAP's should also include:

- Procedures for sheltering in place
- Procedures for employees who may be required to use fire extinguishers or shut down electrical systems or other special equipment that could be damaged if left operating
- Procedures to account for all employees after evacuation. This includes assigned safe meeting locations, who will take a roll call, etc.

EAP – Planning Process (cont.)

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

Evacuation Plans

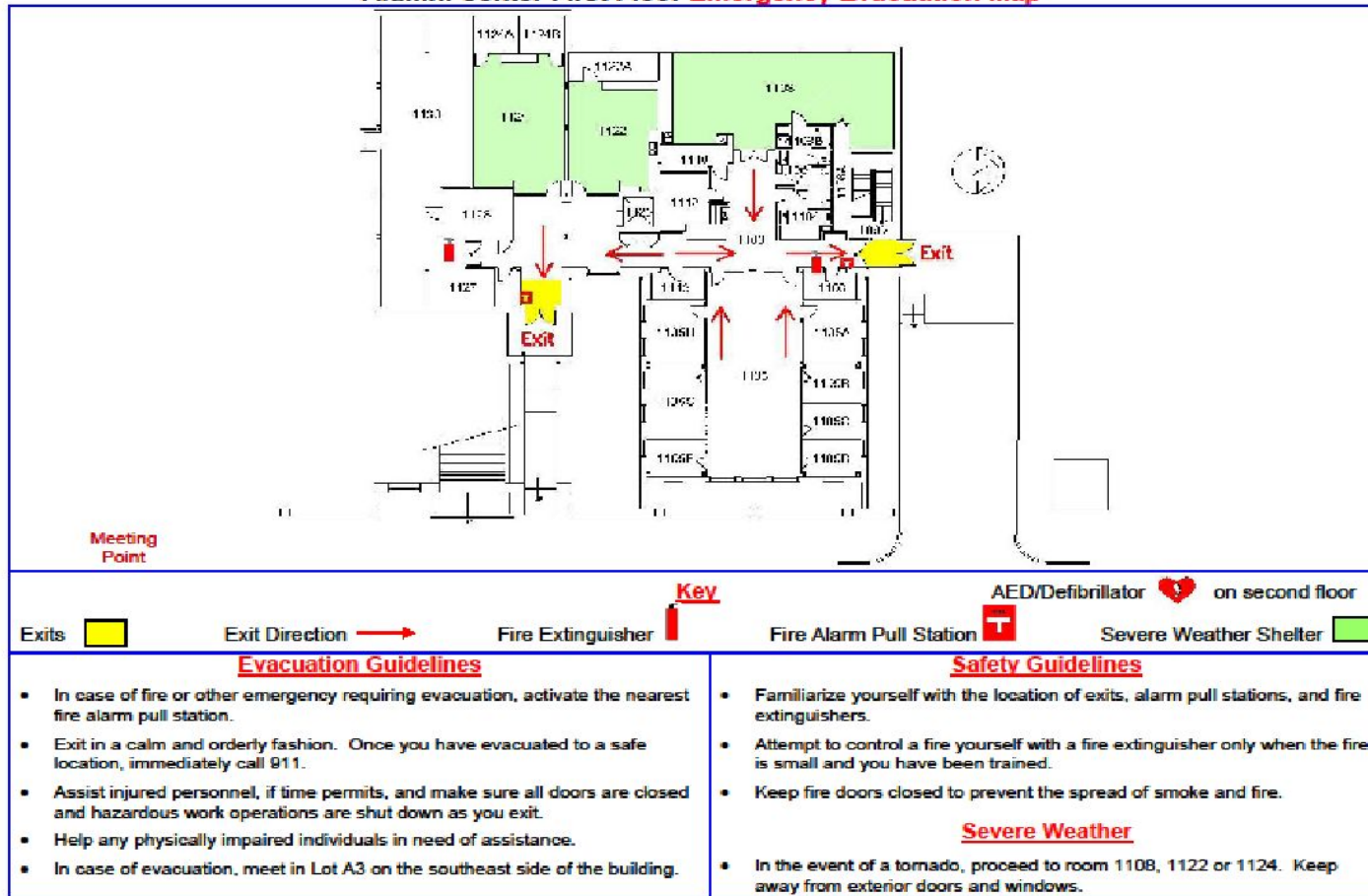


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- Recommend posting “evacuation maps” on the wall near the exits and in break areas.
- All exits should be identified on the map.
- Location of fire extinguishers should be identified.
- Check to ensure maps are current.
- If current map is not available, draw a simple map and place it on the wall.

Sample Evacuation Map

Alumni Center First Floor Emergency Evacuation Map



3/22/10

Another Important Part of EAP

Fire prevention and protection!



Fires - Class



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[CLASS A](#) – Ordinary combustibles such as wood, rubber or plastics

[CLASS B](#) – Flammable/combustible liquids and gases such as gasoline, kerosene or propane

[CLASS C](#) – Energized electrical equipment (e.g., live wires)

[CLASS D](#) – Combustible metals such as titanium and magnesium

[CLASS K](#) – “Animal fat” cooking oils

Fire Prevention Plan

Suggested program elements:

- List of potential workplace fire hazards
- Personnel responsible for controlling fire hazards
- Proper handling and storage procedures to control hazards
- Potential ignition sources
- Appropriate maintenance and housekeeping

Good EAPs

- Are practical, functional and understandable
- Are kept updated and available to all employees (including contracted employees)
- Are put in practice by regular drills
- Are shared with local emergency response agencies

EAPs - Review



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- 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

Employees' understanding of and willingness to follow the plan will ensure their safety!

Questions



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