Safety Toolbox Talk

EMERGENCY ACTION PLANS

An Emergency Action Plan (EAP) is more than posting the evacuation route map on the wall in the breakroom. Under the guidance of 29 CFR 1910.38 employers are required for communicating the elements of the EAP to their employees. Employers with more than 10 employees must create a written plan that addresses four key areas. Employers with 10 or fewer employees must still create a plan; they can communicate this plan orally but still must make employees aware of the critical elements.

1. **Minimum Elements** - In the plan the following items must be addressed for site specific conditions: Emergency evacuation procedures such as type and route to be used; address critical operations or shutdown procedures and what must occur if an employee must remain behind to monitor critical systems; a means to account for all personnel must be established once the evacuation has been completed; how the employer will address rescue or medical care during evacuation and finally include the names and contact information for an employee to get more information if needed.

2. **Alarm Systems** - The employer must establish an alarm system and tell the employees how they will be notified to evacuate in case of emergency.

3. **Training** - Training must be conducted when the plan is created and put in place as well as if there is a change to the plan. Employers must to train all new employees on the EAP when they start work or change jobs/tasks that would affect their role in the EAP. While not a regulatory requirement under OSHA, the National Fire Protection Association (NFPA) recommends conducting a live evacuation drill on an annual basis and meeting with critical personnel in charge of evacuations more frequently.

4. **Review the Plan** - A critical review of the plan, process and employees involved with the EAP should be conducted on a regular basis. Safe work practice calls for a review on an annual basis while the regulatory mandated review is **required** only when the plan changes or events in the workplace signal that a review is needed due to changes in the workplace.

1910 Subpart E, Appendix has non-mandatory guidance to help employers understand the elements of an EAP better. Each employer must consider the operations of their facility or site and consider how they will accomplish the items listed in #1 as they apply to the following circumstances: natural disasters, workplace violence, peaceful or demonstrative protests, fire, chemical release, bomb or arson threat or any

Presenter/Date: _____