

## 98-04: Emergency Action Plans

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#### INFORMATION

29 CFR 1918.100 requires all employers to develop and implement a written Emergency Action Plan (EAP.) The plan details the designated actions employers and employees must take to ensure employee safety from fire and other emergencies. California General Safety Orders Title 8, Article 3220 requires essentially the same plan.

**ELEMENTS:** The plan must have the minimum following elements:

Emergency escape procedures and escape route assignments.

Procedures for employees who remain behind to operate critical equipment before they evacuate.

Procedures to account for all employees after an evacuation.

Rescue and medical duties for all personnel who are to perform them.

The preferred means of reporting fires and emergencies.

The names and titles of persons or departments who can be contacted for further information or explanation of the plan.

**ALARM SYSTEM:** The employer must establish an alarm system that provides a warning for emergency action or escape. (The California rules provide for distinct alarms if one is to summon a fire brigade.)

**EVACUATION:** The employer must establish the types of evacuation to be used in emergency circumstances.

**TRAINING:** Before implementing the plan the employer is required to designate and train a sufficient number of persons (e.g. Walking Bosses and Superintendents) to assist in (supervise, direct) the evacuation.

The regulations provide that the plan be reviewed with each employee upon initial development, when the employee's actions or responsibilities under the plan change, or when the plan is changed.

Further, the regulations require that, on initial assignment, the employer review with the employee, the parts of the plan that the employee must know to protect him/her self in the event of an emergency.

The EAP is to be kept at the workplace and made available to all employees for review. (If the company has 10 or fewer workers, then the plan can be oral)

In discussions with Federal OSHA personnel, we understand that, as part of facility visits, OSHA inspectors may ask employees questions about their roles or responsibilities under

the EAP to ensure the plan has been prepared and that employees have been trained and understand their roles in the event of an emergency.

**ACTION**

Employers are encouraged to take note of the requirements outlined above, and discuss ideas for implementation and improvement at the AAPC meetings. An EAP outline is available through the Area TAPDs.