

## **FACT SHEET 12**

### **OSHA EMERGENCY ACTION AND FIRE PREVENTION PLANS**

#### **1.0 General**

The fundamental OSHA emergency plans that cover most work places are the Emergency Action Plan (29 CFR 1910.38) and the Fire Prevention Plan (29 CFR 1910.38) found in Subpart E of the OSHA regulations. An employer must have one of these plans whenever an OSHA standard in this part requires one. The plans must be

- in writing,
- kept in the workplace,
- available to employees for review.

However, an employer who has 10 or fewer employees may communicate the plans verbally to their employees.

#### **2.0 Emergency Action Plans**

##### ***2.1 Contents of the Plan***

An OSHA emergency action plan must include at a minimum:

- Procedures for reporting a fire or other emergency;
- Procedures for emergency evacuation, including type of evacuation and exit 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 evacuation;
- Procedures to be followed by employees performing rescue or medical duties; and
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

##### ***2.2 Employee Alarm System***

An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

##### ***2.3 Training***

An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

##### ***2.4 Plan Review***

An employer must review the emergency action plan with each employee covered by the plan:

- When the plan is developed or the employee is assigned initially to a job;
- When the employee's responsibilities under the plan change; and
- When the plan is changed.

### **3.0 Fire Prevention Plans**

#### ***3.1 Contents of a Fire Prevention Plan***

A fire prevention plan must include:

- A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;
- Procedures to control accumulations of flammable and combustible waste materials;
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;
- The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and
- The name or job title of employees responsible for the control of fuel source hazards.

#### ***3.2 Employee Training and Review***

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.