



EMERGENCY ACTION PLANS & FIRE PREVENTION PLANS

EMERGENCY ACTION PLAN

Course: 8 Hours Instruction
Hours: Class Room
Hours: Field Instruction

Regulation 29 CFR 1910.33-39 E

Prerequisites:

Fee:

CE Credits:

An Emergency Action Plan (EAP) is a written document to facilitate and organize employer and employee actions during workplace emergencies. Well developed emergency plans and proper employee training (so that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

At a minimum, the plan includes but is not limited to the following elements:

- Design and construction requirements for exit
- Maintenance, safeguards and operational features for exit routes
- Medical services and first aid
- Portable fire extinguishers
- Employee alarm
- Fire prevention plans
- Means of reporting fires and other emergencies
- Evacuation procedures and emergency escape 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 an emergency evacuation has been completed
- Rescue and medical duties for those employees who are to perform them
- Names / job titles of persons to be contacted for further information or explanation of duties under the plan

General training for your employees should address the following:

- Individual roles and responsibilities
- Threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Means for locating family members in an emergency
- Emergency response procedures
- Evacuation, shelter, and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures

Why you should have an Emergency Action Plan:

UNITED SAFETY SOLUTIONS

P: 715.254.0638
F: 715.254.0630



826 Bloom Rd
Eagle River, WI 54521

- What is a workplace emergency?
- What are the components of an effective Emergency Action Plan and how do I evaluate my workplace?
- Do I need an Emergency Action Plan and what steps are needed to develop one?

Developing the EAP

- Ensure the EAP meets specific needs
- Consider and list potential natural or man-made emergencies
- Develop rescue and medical assistance strategies
- Communication considerations and methods to alert employees
- Identify methods for reporting fires and other emergencies
- Identify how and when employees will be trained, and how and when to conduct drills and retraining

Policies and Procedures

- One policy doesn't fit all situations
- Duties and responsibilities of the EAP team
- Determine specific evacuation routes and exits
- Procedures for assisting people during evacuations
- Assembly areas and methods to account for all employees
- Address how to assist and account for visitors in an evacuation

Duties, Responsibilities and Training

- Establish authority, who is in charge and designated evacuation coordinators / wardens
- Conduct employee EAP training
- What everyone should know how to do
- Retraining and practice drills

Plan Review, Coordination And Update

- Review, coordinate and update the plan regularly
- Coordinate and practice with other organizations

Certification:

Successful completion requires 80% on both classroom and practical skills.

Upon successful completion, participants receive a wallet card, documentation to satisfy OSHA.