

FAST Guide Emergency Action Plans

Minimum Requirements For An Emergency Action Plan



An Emergency Action Plan (EAP) is a written document required by OSHA standard 29 CFR 1910.38(a). The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. A well developed plan and proper employee training will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. Properly trained employees should understand their roles and responsibilities in the event of an emergency.

This guide offers provides insight to the minimum requirements from OSHA needed to comply with this standard and prepare your employees for an emergency of any kind.

Means Of Reporting Fires & Other Emergencies



Employees must know how to report emergencies when they occur. Dialing "911" is a common method for reporting emergencies if external emergency personnel are required for assistance. It is important to also have a proper alarm system in place to warn everyone in the facility.

What you need to do:

Install an alarm system to warn employees of an emergency.

The alarm should be capable of being perceived above ambient noise or light levels by all employees in the affected areas of the workplace.

Provide emergency phone numbers near all telephones in the workplace.

Evacuation Procedures & Emergency Escape Route Assignments

A disorganized evacuation can result in confusion, injury and property damage. When developing your Emergency Action Plan, be sure it is clear to employees where they should go and what they should do.

What you need to document:

Conditions under which an evacuation would be necessary.

Conditions under which it may be better to shelter-in-place.

A clear chain of command and designation of the person in your business authorized to order an evacuation or shutdown.

Specific evacuation procedures, including routes and exits.

Specific evacuation procedures for high-rise buildings.

Procedures for assisting visitors and employees to evacuate, particularly those with disabilities or who do not speak English.

Designation of what, if any, employees will remain after the evacuation alarm to shut down critical operations or perform other duties before evacuating.

A means of accounting for employees after an evacuation.

Special equipment for employees.

Appropriate respirators.



Procedures For Employees Who Remain To Operate Critical Plant Operations Before They Evacuate



Some businesses may designate a small number of employees to briefly stay behind in an evacuation to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment. This could be equipment that could be damaged or create additional hazards for emergency responders.

For those that remain:

A written plan must describe in detail the procedures to be followed by these employees.

All employees must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress is blocked.

Include in your written plan the locations where utilities, such as electrical and gas, can be shut down for all or part of the facility.

Accounting For All Employees After An Emergency Evacuation

When an emergency occurs it is important to make sure all persons are accounted for. Emergency Action Plans need a documented plan for accounting for all people in the building.



What you need to document:

Designate assembly areas, or "areas of refuge" both inside and outside of the building in case of emergencies.

Assign specific employees that will take a head count after evacuation. They should be ready to the names and last known locations of anyone not accounted for.

Establish a method for accounting for non-employees such as suppliers, customers or other visitors.

Document procedures for further evacuation in case the incident expands.

Rescue & Medical Duties For Employees Performing Them

Most organizations will choose to rely on local public resources to provide their specialized services. It is important that these external departments or agencies, such as local fire and police departments, medical clinics or hospitals, and ambulance services are prepared to respond to an emergency as laid out in your plan.

How you can help them prepare:

Have members of the local fire department conduct a walk-through of your workplace so they are familiar with the layout and any potential hazards.

Establish a relationship with the local ambulance service so transportation is readily available.

Offer adequate first aid training to onsite employees so they are able to assist before help arrives.



Names Or Job Titles Of Persons Who Can Be Contacted



- ✓ Emergency Action Plans should be readily available for all employees to access and understand. Included in the plan should be the names, titles, departments and telephone numbers of the person(s) responsible for the plan for additional information or an explanation of their duties.
- ✓ Any changes in the facility or other factors that may interfere with emergency escape routes should be reported to these people in order to make adjustments to the plan.



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