“Emergency Action Plan” Program

Emergency Action, Evacuation, Fire Prevention Safety Program

Regulatory Standard: OSHA 29 CFR 1910.36, .38, 157, 165

Introduction

Shonto Preparatory School is committed to providing a safe and healthful work environment for the entire staff. In pursuit of this goal, the following program is intended to assist in establishing requirements to ensure that fire and other potential emergency situations are evaluated and safety procedures implemented

Training

- All employees and supervisors will be trained in emergency actions and their responsibilities including how emergencies are communicated. Training is required initially, and as changes to the workplace, program or employee responsibilities occur
- Conduct drills, if required
- Emergency Response Team members must be trained based on the types of emergencies they will be expected to encounter. Firefighting techniques, first aid treatment or both may be required, depending upon the duties and responsibilities of the team
- Fire extinguisher users must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting

Forms

- Training Roster
- Emergency Action Plan
- Fire Drill or Evacuation Assessment
- Fire Prevention Plan
- Monthly Fire Extinguisher Review

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1.0 Purpose

This program outlines the requirements for the Emergency Action and Fire Prevention Program (EAFP), and for Emergency Evacuation Program in the workplace. It is a federal requirement that all companies have EAFP's (programs must in writing for companies with more than 10 employees).

2.0 Scope

This program applies to all workplaces, facilities, and sites at the agency / facility.

3.0 Responsibilities

The Program Administrator is the Director of Support Services.
The Program Training Administrator is the Director of Support Services and Lead Security.
The Facility and/or Site Safety Officer is Lead Security.
The Regional Safety Officer is Anson Damion.

Management:

- Determine flight or fight response for the agency / facility (i.e. will all employees evacuate during fire or spill emergencies, or will some employees be required as part of their job duties to fight a fire, contain a spill or provide medical treatment).
- Write Emergency Action and Fire Prevention Programs (EAFP's), including specific procedures or responsibilities for employees and wardens.
- Communicate programs to employees and staff.
- Review these programs at least annually to assure they remain adequate to the business operations.
- Ensure evacuation alarm systems and notifications are in place, and are distinctive and consistent throughout the site. It is recommended that evacuation programs be periodically tested through physical drills (partial evacuation drills and/or full evacuation drills) or via table-top drills or discussions.
- Ensure all employees are appropriately trained to the responsibilities they are expected to take during an emergency situation, including how to report a fire or other emergency and what to do during an evacuation.
- Ensure evacuation wardens are designated and trained. It is recommended that there be a ratio of at least one warden for every 20 employees.
- Ensure that fire extinguishers (if located on-site) are inspected, maintained, tested and of the proper size and type for the area hazards.
    - If employees are expected to use them, annual training is required.
    - If employees are not expected to use them, extinguishers should be marked "For Fire Department Use Only".
- If utilized, provide on-site emergency response teams with appropriate equipment and training to perform their expected duties.

    - Maintain training documentation for response team members, and documentation for equipment inspection and maintenance.

- Notify Insurance Carrier of significant changes in staffing and building occupancy.
- Inspect Fire Doors annually, and keep all fire doors closed. If they must be held open due to production or operation-specific requirements, they must be fitted with automated releases in accordance with state building codes. Maintain documentation for the life of the fire door.

Employees:

- Attend initial training, and refresher training as required.
- Evacuate, or perform expected tasks prior to evacuation, during an emergency.

Wardens (evacuation assistance):

- Attend appropriate training.
- Follow established procedures to assist in the safe and orderly evacuation of employees.
- Report either the all-clear or problems to the incident commander or other designated person at the command post.

On-site Response Teams (as appropriate or designated):

- Provide emergency response to fires, spills or medical emergencies, as designated.
- Attend appropriate training to maintain appropriate certifications.
- Ensure emergency response equipment is functioning and adequate to the response(s) required.

Safety Officer (as needed or required):

- Assist in the development and implementation of this program.

4.0 Procedure

Emergency Action Programs:

- May be combined with Fire Prevention Programs into one document that serves both purposes.
- Must be in writing, kept at the workplace and available for employees to review.
    - Companies with 10 or fewer employees may communicate the program orally, rather than in writing.
- Programs must include:
    - Procedures for reporting a fire or other emergency.
    - Procedures for emergency evacuation, including types of evacuations and assigned evacuation routes. (Posted, color coded evacuation route maps are highly recommended for each area of the building or structure.)
    - Procedures to be followed by employees who remain to operate or shut down critical operations before they evacuate (power systems, water supplies, ammonia tanks, chemical processes that must be shut down in sequence, etc.).
    - Procedures, assigned areas and responsibilities of evacuation wardens, if utilized.
    - Procedures to account for all employees after evacuation.

    - Procedures to be followed by employees who perform rescue or medical duties (on-site response teams).
    - The name or job title of the person(s) who may be contacted by employees who need more information about the program, or an explanation of their duties and responsibilities under the program.
- An alarm system must be maintained. The system must have a distinctive signal for each type of alarm (i.e. evacuation alarms must sound the same throughout the site).
- Wardens (or evacuation assistance) must be designated and properly trained to assist in a safe and orderly evacuation of other employees.
- Programs should address the types of emergencies that are reasonably likely to occur (fire, chemical spills, severe weather, etc.).

Fire Prevention Programs:

- May be combined with Emergency Action Programs into one document that serves both purposes.
- Must be in writing, kept at the workplace and available for employees to review.
    - Companies with 10 or fewer employees may communicate the program orally, rather than in writing.
- Programs must include:
    - A listing of all the major fire hazards in the building or facility
    - Proper handling and storage procedures for hazardous materials
    - Potential ignition sources and their control measures
    - The type of fire protection equipment necessary to control each major hazard
    - Procedures to control accumulation of flammable and combustible waste materials
    - Procedures for maintenance (regular, scheduled) of any heat-producing equipment and their safeguards to prevent accidental fires
    - The name or job title of employees who are responsible for maintaining equipment to prevent or control sources of ignition or fires
    - The name or job title of employees who are designated as responsible for controlling any fuel source hazards (flammable liquid tanks, fuel tanks, propane tanks, etc.)

Evacuation and Notification:

- Alarms and Signals to notify employees of an emergency evacuation are distinctive in sound and consistent throughout the site.
    - Alarms may be automatic or verbally provided in person or through a public address system, but they must be able to be understood by all employees.
    - The same sound or wording must be used throughout the site.
    - Employees must be trained or informed of the sounds or wording used.
- Evacuation Routes will be established for each area of the building or site.
    - Employees will be trained and informed of their work-area route.

    - It is highly recommended that maps be posted at each area of the building to assist employees and others in determining their evacuation routes. Maps should be color coded, with the evacuation route in red.
    - Off-site job locations will have evacuation routes determined and communicated to employees who work at these off-site locations.
- Relocation Points will be established for employees to congregate during an evacuation. Designated relocation points assist in assuring that all employees are accounted for.
    - Employees will be trained in their respective relocation point during initial (or refresher) training.
    - Supervisors or other specifically designated people at each relocation point will be responsible for assuring that all employees have been accounted for.
        - An accounting for the relocation point will be made to the incident commander or other designated person at the command post.
    - Off-site job locations will have relocation points determined and communicated to employees who work at these off-site locations before the job commences or the employee reports to the site.
    - Where appropriate, severe weather relocation points (shelters or arrangements with neighboring facilities) will be communicated to employees during the training.
- Return to Work Signals will be provided once it is safe for employees to re-enter the workplace. Each supervisor or other designated person at each relocation point will be aware of the signal used, and be watchful for it.
- Evacuation Wardens
    - "Sweep" the assigned area to assure that all employees are appropriately evacuated.
    - Carry out any other assigned duties, prior to evacuating.
    - Report either "all clear" or any problems to the incident commander or other person designated under the agency / facility's EAFP prior to reporting to their assigned relocation point.

5.0 Safety

Means of Egress (exits and exit paths):

- All employees must be able to safely exit the building in a direct path and within a reasonable time frame.
- There are specific requirements for exits, paths to exits, exit signs, aisle widths and for stairways. These "life safety" codes must be considered during renovation, construction or when re-arranging a work area. For more information, reference the attached documentation on Life Safety.
- All exits, aisles and exit paths, and stairways must be kept clear and unobstructed. No storage is allowed that will restrict the access or use of the exit path below the required widths. No storage is allowed that will block or obstruct stairs or exit doors.

- All exits and the paths to them must be clearly visible or have visible signs that indicate the location of the exit.
- Locks or fastening devices to keep exit doors closed and locked from the inside (preventing the use of the door as an exit) are prohibited in almost every workplace structure (mental and correctional institutions are two exceptions). Doors that could be mistaken for an exit, but are not exits must be marked “Not an Exit” or “Closet” or with similar markings so that they will not be mistaken for an exit in an emergency.
- Emergency lighting, signs and exits must meet requirements for the number of exits, the location and size of signs and the amount of illumination required.

Fire Alarms and Detection:

- Fire alarms are required in buildings where the location of the fire will not provide adequate warning to employees and other occupants (i.e. multi-floor buildings or segregated work spaces).
- Alarms must be loud enough to be heard above the ambient noise level of the work area and activate in time to provide adequate warning for the work area occupants to safely evacuate.
- Alarms and signals must be tested or maintained to assure they remain in working order.
- Buildings undergoing construction and renovation (where employees are still working and occupying the work areas) must have appropriate (or alternate) alarms and fire prevention systems that are at least equal to those required for the occupancy and type of hazards in the area. This includes hazards inherent to the work area and tasks performed, as well as any additional hazards caused by the construction or renovation.

Fixed Fire Suppression Equipment:

- All fixed suppression equipment must be maintained and tested by trained persons. The local fire department may provide or be able to be contracted to perform this maintenance and testing. Specific employees may be designated and trained for this service, depending upon the maintenance and testing requirements for the system.
- There are various types of fixed suppression equipment. Each type must be specifically designed for the types of fires likely to be encountered. These types are:
    - Automatic sprinklers that discharge water into an area when heat or smoke causes the valve (sprinkler head) to open. Sprinkler heads must be kept free from any obstruction (at least 18" clearance vertically and horizontally).
    - Standpipe systems include fixed water supplies (risers) with a hose and nozzle. These systems are usually recessed in walls or found in stairwells. Standpipe systems are for use by trained fire-fighting personnel only.
    - Dry chemical systems are discharged in rooms or over a specific process (like an electrical system). Pre-discharge alarms are required where vision could be obscured that would affect employee evacuation.
    - Gaseous agents are normally used in enclosed rooms and spaces. Depending on the agent used to suppress the fire, pre-discharge alarms are required. Where

employee evacuation can not occur within a specific time frame, specific agents are prohibited from being used as suppression agents.
    - Water spray and foam systems are usually utilized for a specific process hazard (like a kitchen grease pit or solvent tank). They discharge a chemical-foam that will "blanket" the fire or area with foam to "smother" the fire.

Portable Fire Extinguishers:

- The Two Extinguisher Rule: Fire extinguishers are for controlling small, incipient fires. NEVER should more than two (2) extinguishers be used to control a fire. If the fire is not controlled with two extinguishers, it is no longer considered an incipient fire and should ONLY be extinguished by trained Firefighters or by fixed fire suppression systems.
- Classes. There are four classes or types of Fire Extinguishers. Each class has distance requirements that are required for employees to access them. These types and distances are:
    - Class A – used on ordinary combustibles (wood, paper, cloth, etc.). Extinguishers must be 75 ft. or less from the hazard.
    - Class B – used for flammable or combustible liquids (gasoline, paint, solvents, propane). Distance must be 50 ft. or less from the hazard.
    - Class C – used for electrical equipment and must be 50 ft. or less from the hazard.
    - Class D – used for metals (magnesium, potassium and sodium). Extinguishers must be 75 ft. or less from the hazard.
- General. Extinguishers must be located so they are clearly visible, readily accessible to the employees or persons designated and trained to use them, and located so they are protected from damage by moving equipment.
    - Extinguishers must be maintained in a fully charged and operable condition, and kept in their designated locations.
    - Extinguishers must be appropriate to the type (or class) of fire hazard likely to be found in the work area.
    - Standard signs and floor markings may be utilized to increase visibility.
    - Extinguishers should be located along normal paths of travel but protected from the direct line of traffic to avoid injury to personnel or mechanical damage.
    - Extinguishers are not required in workplaces where all employees will be required to evacuate the facility (total evacuation) upon the initial alarm sounding, unless extinguishers are required by a specific regulatory standard (i.e. welding, confined space, and some flammable liquid usages).
- Inspection and Testing. Extinguishers must be visually inspected monthly. Extinguishers must be maintained annually. Extinguishers must be physically (hydrostatically) tested every 5 years or 12 years depending on the type of extinguisher. When removed from service for maintenance or testing, or due to corrosion or damage, they must be replaced with an equivalent protective system.
    - Documentation of the inspection, maintenance and testing may be kept with the extinguisher or in a separate system, provided the records are accessible to

employees or agencies that may be required to review these records. Documentation must be kept for the life of the extinguisher.

- Employee Training
    - Where extinguishers are located, but employees will not be required to use them, employees should be informed that they are for trained fire fighter use only. It is recommended that these extinguishers also be marked "For Fire Department Use Only".
    - Where employees will be required to use extinguishers, employees must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage firefighting.

Fire Brigades and On-Site Response Medical Teams (as appropriate):

- Fire Brigades and Medical Response teams must be trained to the level or type of emergency they will likely encounter. In most cases, verified training is required, and documentation must be maintained with periodic or annual refresher training.
- Team members must be physically capable of performing their duties (including the use of respiratory protection, where required). Employees with known physical conditions (heart disease, emphysema or epilepsy) or known mental or physical disabilities that would impair their ability to perform the expected duties may be required to be approved by a licensed physician prior to being allowed to participate on the team.
- Teams must be provided with adequate equipment and protective clothing to perform their duties.
- Equipment and clothing must be maintained in good working order. Equipment removed from service must be promptly repaired or replaced, or else team members must be informed that the equipment is no longer available.
- Teams must be organized, with either elected or appointed leaders, and have specific written procedures that outline their responsibilities (and limitations) with regard to emergency response at the workplace.

Hot Work, Open Flame Work or Spark Producing Equipment:

- Permission and Permits. Any hot work or work with open flames should be performed only with the permission of agency / facility management. (Approvals may be required by the landlord or building owner, if different than agency / facility ownership.) Such work should be done only under specific restrictions and limitations to prevent fires or other hazards. This information and any restrictions or limitations should be documented. A signed permit system is recommended that outlines the details of the work and the restrictions or limitations.
- Permanent Hot Work/Open Flame Permission - Permanent permission should be obtained for areas where hot work/open flame is regularly used, such as metal and welding shops or special laboratories and work areas.
    - Areas should be physically inspected by individuals who are knowledgeable about the hazards of the area and appropriate fire protection systems for these

hazards. Annual re-inspection for the duration of the permit/permission is recommended, at a minimum.

- Temporary Hot Work/Open Flame Permission - Allows only specified personnel to perform a single operation. Areas where one-time use of flames is required (such as maintenance and construction operations, in areas such as buildings, sheds, yard areas, and streets and parking lots) should have areas physically inspected for fire hazards by a knowledgeable person.
- Special Situations and Equipment:
    - Thermogrip Solder Tongs, Electric Soldering Irons, Flameless Heat Guns are prohibited in areas where flammable vapors or gases, or combustible dusts are present.
    - Electric or Other Spark/Heat-Producing Tools in High-Fire Hazard Areas require special permission.
    - Pressure Vessels - All burning or welding operation, emergency or otherwise, are prohibited on any pressure vessel unless specific approval has been obtained from a qualified engineering specialist or the lead welder.
    - Contractors - shall obtain Hot Work/Open Flame Permits through the manager or supervisor in charge of the job or process.

6.0 Training Requirements

Evacuation Programs must be reviewed with each employee:

- When the program is developed or when it is changed
- Upon initial assignment to a work area
- When the workplace changes (construction or remodeling) that require a different evacuation route
- When an employee's responsibilities under the program change.

Fixed Suppression Systems.

- Employees where fixed suppression equipment agents activate (non-water systems) must be specifically trained in the alarm signal, and any protective equipment and controls needed to ensure their safety. They must have (and be trained to) specific evacuation programs from the area of discharge.

Emergency Response Team

- Members must be trained based on the types of emergencies they will be expected to encounter. Firefighting techniques, first aid treatment or both may be required, depending upon the duties and responsibilities of the team.

Fire extinguisher users must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting

Training materials for this facility are available at the Office of Support Services.

7.0 Recordkeeping Requirements

Required Documentation and Records:

- Training Records.

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the Human Resource Department.
The training records include:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and qualifications of persons conducting the training
- Names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Training Administrator.

Emergency Action Plan

The Emergency Action Plan is required to be maintained in a current condition. No archive records are required, but it is recommended to keep outdated plans for a minimum of one year.

Fire Drill or Evacuation Assessment

The periodic Fire Drill / Evacuation Assessments should be kept for a minimum of one year, and reviewed when performing an assessment of the Fire Prevention Plan and Emergency Action Plan.

Fire Prevention Plan

The Fire Prevention Plan is required to be maintained in a current condition. No archive records are required, but it is recommended to keep outdated plans for a minimum of one year.

Monthly Fire Extinguisher Review

The periodic Fire Extinguisher Review should be kept for one year, maintained in a rolling 12 month file. Once the fire extinguishers have undergone their annual certified inspection, the review for the past 12 months may be discarded.

8.0 Definitions

- Brigades – A workplace team of employees who are specifically designated to respond and fight incipient fires.
- Fixed Suppression Equipment – Fire extinguishing systems that are affixed in place. For example: sprinkler systems.

- Command Post – A designated location that is set up for communications and direction of emergency responders.
- Incident Commander – The person designated to direct the activities of an emergency response. This person normally remains at the command post..

9.0 Forms

Training Roster

In addition to the information listed in 6.0 Training Requirements and 7.0 Recordkeeping Requirements, a Training Roster may be used to document individual employees' presence and participation in a training session. Electronic training documentation is handled separately.

Emergency Action Plan

An Emergency Action Plan template is included. The Facility Location, emergency procedures and evacuation plans, and emergency telephone / contact numbers should be completed.

Fire Drill or Evacuation Assessment

The periodic fire drill / evacuation should be assessed by the Safety personnel or a representative to determine possible issues and corrective actions.

Fire Prevention Plan

The Fire Prevention Plan form should be used to document the presence of fire hazards (combustibles and flammables), fire detection and suppression equipment, fire extinguisher type and location, and the specific procedures to be used in the event of a fire or emergency evacuation.

Monthly Fire Extinguisher Review

Fire extinguishers are required to be checked monthly by a qualified person. This form is included to summarize these monthly checks.

Training Roster

"Emergency Action Plan" Safety Program

Instructor:

Training Location:

Training Date:

Students
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations, and/or facility policy as presented and instructed.

Name (Please print) First, MI, Last	Signature

EMERGENCY ACTION PLAN			
FACILITY NAME:		**DATE:**	
SITE ADDRESS:		**PLAN COMPLETED BY:**	

Emergency Escape Procedures and Escape Route Assignments:

Procedures to be followed by employees who remain to operate critical operations before they evacuate:

Procedures to account for employees after evacuation is complete (e.g. crew leader counts crew – reports status to emergency services):

Employee rescue or medical duties:

Methods to report fires and other emergencies:

Person(s) to contact for questions regarding site Emergency Action Plan or employee duties under Plan (name and phone number):

Emergency Type	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Services Number	Procedures to Follow Upon Alarm/Notification
FIRE				Evacuate to:
TORNADO				
EARTHQUAKE				
CHEMICAL SPILL/RELEASE				
MEDICAL EMERGENCY				

FIRE DRILL OR EVACUATION ASSESSMENT

Evacuation Start time:		**Evacuation End time:**		**Total time for evacuation process:**	

Evacuation Routes Marked:	❑ **Yes** ❑ **No**	**Exit Signs Visible or Evacuation Routes Posted:**	❑ **Yes** ❑ **No**

Was the building completely evacuated?	❑ Yes	❑ No
Was the evacuation signal heard in every area of the building?	❑ Yes	❑ No
Did all employees meet at their designated relocation point?	❑ Yes	❑ No
Have procedures for the handicapped been addressed?	❑ Yes	❑ No
Did all equipment (stairwell doors, alarms, etc.) function properly?	❑ Yes	❑ No

Problem or Issue Noted And Corrective Action To Be Taken:	
Name of Person Responsible for Corrective Action:	**Completed Date:**

Additional Comments/Requirements:	
Evaluator's Name:	**Signature:**

FIRE PREVENTION PLAN		
COMPANY NAME:		
SITE ADDRESS OR LOCATION:		
ASSESSMENT DATE:		**Completed by:**
List all major fire hazards in the building or facility (>25 gallons of flammable liquids, large amounts of combustibles, etc.):		
Describe the type of fire protection equipment necessary to control each major hazard (sprinkler systems, extinguishers, etc.):		
Reference specific written procedures for the proper handling and storage of hazardous materials:		
Ignition sources within 30 feet of flammable materials require control measures (list control measures):		
Reference specific written procedures to control accumulation of flammable and combustible waste materials:		
Reference specific written procedures for regular maintenance of any heat-producing equipment and their safeguards to prevent accidental fires:		
Identify the job title of employees who are responsible for maintaining heat-producing equipment to prevent or control sources of ignition or fires:		
Identify the job title of employees who are responsible for controlling any fuel source hazards (flammable liquid, fuel or propane tanks, etc.)		

MONTHLY FIRE EXTINGUISHER REVIEW

Person Conducting Review or Inspection:	**Date of Inspection:**

Extinguisher location	**Circle type extinguisher**	**Sign Present at Location?**	**Extinguisher OK?**	**Defects Noted (pin missing, not mounted, housing damaged, etc.)**
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	
	A B C D H	**□ YES □**	**□ YES □ NO**	