**EMERGENCY ACTION &**

**FIRE PREVENTION**

**PLAN**

**General Industry Standard 29 CFR 1910.38**

**General Industry Standard 29 CFR 1910.39**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

PURPOSE 3

RESPONSIBILITES 3

EMERGENCY PHONE NUMBERS 4

EVACUATION PROCEDURES 4

EMERGENCY SITUATIONS 5

WORKPLACE VIOLENT & TERRORISM 7

CRITICAL OPERATIONS 7

MEDICIAL EMERGENCIES 8

FIRE PREVENTION PLAN 8

TRAINING 8

PROGRAM EVALUATION 9

# PURPOSE

New Jersey Public Employee Occupational Safety and Health (PEOSH) requires each facility to maintain an Emergency Action Plan (EAP) under 40CFR 1910.38. This EAP must be in writing and must, at a minimum, contain the following:

* 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.

Employees will be instructed in evacuation procedures and of the provisions of this Emergency Action Plan when they are first assigned, when an employee’s responsibilities under the plan change or when the plan itself is changed.

Emergency situations require the participation of all staff, with certain responsibilities assigned to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available, posted/kept in the **INSERT LOCATION**.

The **INSERT AGENCY’S NAME** anticipates that emergency situations may arise from the following:

* Fire
* Severe Storm//Natural Disasters
* Manmade Disaster
* Workplace Violence
* Terrorism.

As a result, the **INSERT AGENCY’S NAME** designed this EAP to attempt to consider all possible emergency scenarios and plan accordingly.

# RESPONSIBILITES

The following personnel for the **INSERT AGENCY’S NAME** are designated as the Emergency Action Plan Coordinators:

* **INSERT YOUR PLAN RESPONSIBILITIES INFORMATION HERE**

The Plan Coordinators, or their designees, are responsible for the implementation of this plan and shall, on an annual basis, review this plan and update as necessary.

# EMERGENCY PHONE NUMBERS

|  |  |
| --- | --- |
| **Department** | **Phone Number** |
| **INSERT AGENCY’S NAME** Police | **INSERT #** |
| **INSERT AGENCY’S NAME** Fire | **INSERT #** |
| **INSERT AGENCY’S NAME** Emergency Medical Services | **INSERT #** |

# EVACUATION PROCEDURES

In the event of an emergency, all personnel will be notified to evacuate through the sounding of the alarm, verbal communications and/or through the Public Address system. All employees should evacuate immediately through the nearest exit. Elevators should not be used in an emergency.

Generally, all personnel should:

* Remain calm and follow directions from supervisors and/or law enforcement personnel
* Evacuate using the nearest available exit
* Do not use elevators
* Keep a distance away from buildings being evacuated
* Proceed to your designated Assembly Area
* Once in your designated Assembly Area, try to put a building or as much distance as possible between yourself and the building being evacuated.

Specifically, all personnel will follow evacuation procedures from their designated departments as follows:

All personnel within the **INSERT AGENCY’S NAME/ FACILITY** will use the designated building exits in their areas (use a “safe building exit” and avoid any exit that may be involved in the emergency) to the outside of the building and then proceed to Evacuation Area**INSERT YOUR INFORMATION**.

In the event of evacuation, staff will assemble in their designated Assembly Area*.* Employees are to remain at the assembly area until told to return to work or until released by their Supervisors.

The representatives for the **INSERT AGENCY’S NAME**, **AREA-INSERT YOUR INFORMATION HERE**, will account for all employees after the emergency evacuation has been completed. This will be accomplished through a physical head count as well as cell and/or telephone communications with remote employees.

In the event that someone cannot be located or accounted for, the Supervisor will attempt to determine the last known location of that employee and notify the Emergency Coordinator or the responsible parties.

Public

Often, the **INSERT AGENCY’S NAME** is visited by private citizens or municipal personnel from other departments. These visitors must also evacuate in the event of an emergency, but may be unfamiliar with the layout of the building and the existing exit ways. In the event of an evacuation, the **INSERT AGENCY’S NAME** employees will escort visitors out of the building using the designated evacuation routes and assembly area for the department/office in question. Once at the designated assembly area, visitors may be allowed to leave at the discretion of the Emergency Coordinator.

In summary, the assigned Assembly area is as follows:

**INSERT YOUR INFORMATION HERE**

# EMERGENCY SITUATIONS

FIRE

In the event a fire is discovered, begin evacuation, pull the nearest fire alarm while exiting and call 911 when you are outside the building in a safe area. All personnel are to evacuate the building following the evacuation procedures.

**No personnel are to attempt to fight the fire, unless designated and trained.**

SEVERE WEATHER / NATURAL DISASTER

In the event of severe weather, sheltering in place is probably a safer alternative to evacuation. All personnel should move to interior locations away from windows until the storm has passed. In the event of severe damage to the building, personnel should evacuate those damaged areas until the immediate storm threat has passed and then evacuate the building following evacuation procedures.

SEVERE WINDS / TORNADO

When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

* Small interior rooms on the lowest floor and without windows,
* Hallways on the lowest floor away from doors and windows, and
* Rooms constructed with reinforced concrete, brick or block with no windows.

Stay away from outside walls and windows. Remain sheltered until the storm/tornado threat is announced to be over.

FLOOD

Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. Follow the recommended primary or secondary evacuation routes.

HURRICANE / SEVERE STORM

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to an area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas in coastal areas, are expected in the area within 24 hours.

Once a hurricane warning has been issued:

Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.

Leave areas that might be affected by storm tide or stream flooding.

During a hurricane, remain indoors and consider the following:

* Small interior rooms on the lowest floor and without windows,
* Hallways on the lowest floor away from doors and windows, and
* Rooms constructed with reinforced concrete, brick, or block with no windows.

BLIZZARD

Stay calm and await instructions from the Emergency Coordinator or the designated official. Stay indoors!

If during a blizzard there is no heat:

* Close off unneeded rooms or areas.
* Stuff towels or rags in cracks under doors.
* Cover windows at night.
* Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
* Wear layers of loose-fitting, light-weight, warm clothing, if available.

EARTHQUAKE

In the event of an earthquake:

* Seek Refuge under substantial structure (table etc.)
* Use arms to protect the head and neck
* Stay calm and await instructions from the Emergency Coordinator or the designated official.
* Keep away from overhead fixtures, windows, filing cabinets and electrical power.
* Assist people with disabilities in finding a safe place.
* Evacuate as instructed by the Emergency Coordinator and/or the designated official.

# WORKPLACE VIOLENT & TERRORISM

If individuals become threatening or violent, or if suspicious people are identified as potential threats, call 911.

If engaged in a bomb threat phone call, pretend difficulty hearing, and keep caller talking. If the caller seems agreeable to further conversation, ask questions like:

* When will it go off? Certain hour?
* Time Remaining?
* Where is it located? Building area?
* What kind of bomb?
* What kind of package?
* How do you know so much about the bomb?
* What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call the **INSERT YOUR AGENCY’S NAME** Police Communications Center at 911 and relay information about call.

Notify your supervisor immediately.

**Please note:** A bomb threat does not automatically call for the building to be evacuated.  Once the threat is evaluated, the **INSERT YOUR AGENCY’S NAME** Police Department and /or Emergency Management Coordinator will direct a full or partial evacuation if deemed necessary.

# CRITICAL OPERATIONS

A provision for critical operations (money handling etc.) should be made if the facility needs complete evacuation.

# MEDICIAL EMERGENCIES

In the event of a potentially life threatening medical emergency, employees shall dial 911 immediately and then notify the acting supervisor. Employees trained in First Aid and CPR are encouraged to provide assistance to injured persons. 911 must be notified first before any other action is taken.

# FIRE PREVENTION PLAN

The following personnel of the **INSERT AGENCY’S NAME** are designated as the Fire Prevention Plan Coordinators:

* **INSERT YOUR INFORMATION HERE**
* **INSERT YOUR INFORMATION HERE**

The Fire Prevention Plan Coordinator, or his/her designee, is responsible for the implementation of this plan, review this plan and update as necessary.

The following locations within the **INSERT AGENCY’S NAME** are considered to be at high risk in the event of a fire:

* **INSERT FACILITY / LOCATION / OPERATION**
* **INSERT FACILITY / LOCATION / OPERATION**
* **INSERT FACILITY / LOCATION / OPERATION**
* **INSERT FACILITY / LOCATION / OPERATION**
* **INSERT FACILITY / LOCATION / OPERATION**
* **INSERT FACILITY / LOCATION / OPERATION**

All employees are expected to follow safe operating procedures in order to prevent accidental ignition of flammable materials and to control the accumulation of combustible materials. All flammable liquids are to be kept in approved storage containers. All compressed gas cylinders must be secured to prevent them from falling over.

In the event of a fire, all personnel should evacuate the building as outlined in this program and gather at the designated assembly area. No employees are to fight the fire, unless designated and trained.

# TRAINING

EMERGENCY ACTION PLAN

An employer must designate and train employees to assist in a safe and orderly evacuation of other employees. Training component will include a review of the Emergency Action Plan. 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.

FIRE PREVENTION PLAN

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.

# PROGRAM EVALUATION

The Emergency Action & Fire Prevention Plan will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information by **WHO**.