

EMERGENCY RESPONSE

Supplement to Standard Training Module

TRAINING REQUIREMENTS OVERVIEW

This standard Vivid training module provides a general overview of emergency response planning. It is important to note that facilities **must** have their own site specific emergency action plans, fire prevention plans and any other emergency plans in place. In addition to this general overview, employees ***must*** be trained on the site-specific plans. This additional training ***must*** cover, at a minimum:

- Those parts of the emergency plan which the employee must know to protect the employee in the event of an emergency
- Evacuation and internal safe harbor routes and meeting locations
- Procedures to account for all employees
- Procedures and equipment used to report fires and other emergencies
- Names of individuals knowledgeable about the plan
- Fire hazards of materials and processes to which the employee is exposed

Frequency: This training ***must*** be provided at the time of employment, when employee responsibilities change and when the plan is changed.

GENERAL OVERVIEW OF THE STANDARD

EMPLOYEE EMERGENCY PLANS and FIRE PREVENTION PLANS – 29 CFR 1910.38

PURPOSE: To establish procedures and designate responsibilities for employers and employees to follow in case of a workplace emergency.

Employee Emergency Plans

1. Scope

- Applies to all emergency action plans required by specific standards.
- Shall be in writing (except if 10 or fewer employees).

- Designates actions for employers and employees.
2. Elements
 - Escape procedures and routes
 - Procedures for "critical plant operations"
 - Accounting for employees
 - Rescue and medical duties for designated employees
 - Preferred means of reporting
 - Names or titles of people to contact for more information
 3. Alarm System
 - Establish with 1910.165 (Employee Alarm Systems)
 - Distinct signals for various notifications
 4. Evacuations
 - Establish types of evacuations for different emergency situations
 5. Training
 - Designate and train individuals to assist with evacuation
 - Train - initially, when employee responsibilities change, when plan is changed
 - Review written plan upon initial assignment (or verbally if 10 or fewer employees)

Fire Prevention Plans

1. Scope
 - Applies to all fire prevention plans required by specific standards
 - Shall be in writing (except if 10 or fewer employees)
2. Elements
 - List of major workplace fire hazards, safe handling and storage procedures, potential ignition sources, etc.
 - Names or titles of people responsible for equipment maintenance
 - Names or titles of people responsible for control of fuel source hazards
3. Housekeeping
 - Procedures to prevent accumulation of flammable and combustible waste
4. Training
 - Inform employees of exposure to fire hazards
 - Review written plan upon initial assignment (or verbally if fewer than 10 employees).

5. Maintenance

- Maintain equipment and systems according to established procedures

EMPLOYEE ALARM SYSTEMS - 29 CFR 1910.165

PURPOSE: To establish requirements for alarm systems to ensure proper operating condition for alerting employees.

1. Scope

- All alarm systems for specific OSHA standards
- Requirements for maintenance, testing, inspection, for all local fire alarm systems for alerting employees - regardless of other functions

2. General Requirements

- Provide warning for emergency action and safe escape
- Perceivable above ambient noise or light levels
- Tactile devices for those not able to recognize audible or visible alarms
- Distinctive and recognizable as a signal to evacuate
- Preferred means of reporting
- Establish procedures for sounding alarms

3. Installations and Restoration

- Devices installed to comply with standard
- Restore to reset as soon as possible after sounding or testing

4. Maintenance and Testing

- In operating condition except when undergoing maintenance or repair
- Test for reliability and adequacy every 2 months
- Maintain or replace power supplies
- Monitor alarm circuitry (for those installed after 1981 and are able to be supervised or manually monitored)
- Service by trained personnel

5. Manual Operation

- Unobstructed, conspicuous and readily accessible

REFERENCE MATERIALS

Publications

How to Plan for Workplace Emergencies and Evacuations

Publication # 3088

Can be downloaded at: <http://www.osha.gov/Publications/Osha3088.pdf>

Website

OSHA Hazard Communication website:

<http://www.osha.gov/SLTC/emergencyresponse/index.html>