

# Emergency Response Plan Review

An emergency response plan is designed to minimize potential injury or physical damage in the event of a catastrophic event. Some examples of events that could trigger the plan are:

- Fires
- Severe Weather
- Chemical Spills
- Explosions

This Emergency Response Plan is developed to provide guidelines for the handling of emergencies, training procedures for employees, evacuation, and coordination of efforts with any governmental agencies or other emergency organizations which may be involved.

## OSHA Requirements

☐ **Application.** An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan. 1910.38 (a)

☐ **Written and oral emergency action plans.** An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees. 1910.38(b)

## Minimum Elements of an Emergency Action Plan

- ☐ Procedures for reporting a fire or other emergency 1910.38(c)(1)
- ☐ Procedures for emergency evacuation, including type of evacuation and exit route assignments 1910.38(c)(2)
- ☐ Procedures to be followed by employees who remain to operate critical plant operations before they evacuate 1910.38(c)(3)
- ☐ Procedures to account for all employees after evacuation 1910.38(c)(4)
- ☐ Procedures to be followed by employees performing rescue or medical duties 1910.38(c)(5)
- ☐ 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 1910.38(c)(6)
- ☐ An employer must have and maintain an employee alarm system 1910.38(d)
- ☐ An employer must designate and train employees to assist in a safe and orderly evacuation of other employees. 1910.38(e)

## Review of 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 1910.38(f)(1)
- ☐ When the employee's responsibilities under the plan change 1910.38(f)(2)
- ☐ When the plan is changed 1910.38(f)(3)