

Disaster Plan Guidelines For Compliance  
By CEHS Occupational Health and Safety

According to OSHA Regulation 29 CFR 1910.38

The plan must include, as a minimum, the following elements:

- (1) Emergency escape procedures and emergency escape route assignments,
- (2) Procedures to be followed by employees who remain to perform (or shut down) critical operations before the facility is evacuated,
- (3) Procedures to account for all employees after emergency evacuation has been completed,
- (4) Rescue and medical duties for those employees who are to perform them,
- (5) The preferred means for reporting fires and other emergencies, and
- (6) Names or regular job titles of persons or departments to be contacted for further information or explanation of duties under the plan.

Employee Emergency Plans and Fire Prevention Plans OSHA Title 29, CFR Part 1910.38 (a) (5) (i), (ii) (a) (b) (c), (iii)

Training Requirement:

- (i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (ii) The employer shall review the plan with each employee covered by the plan at the following times:
  - (a) Initially when the plan is developed,
  - (b) Whenever the employee's responsibilities or designated actions under the plan change, and
  - (c) Whenever the plan is changed.
- (iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

1910.38 (b) (4) (i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

#### Fire Plan Immediate Response:

The plan includes allowing portable fire extinguisher usage by employees.

Recommendation based on OSHA CFR 29, 1910.157 (g) (1), (2),

Training and education.

(1) Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

(2) The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.

*CEHS personnel can provide this training upon request.*

#### Fire Plan Immediate Response:

Should include in the building exit procedure that all doors be closed but not locked when leaving the building.

#### Earthquake Immediate Response:

Should include evacuation of the building only after an emergency coordinator or response personnel have given the order to do so.

The plan should consider the following:

A chain of command should be established to minimize confusion so that employees will have no doubt about who has authority for making decisions. Responsible individuals should be selected to coordinate with emergency response personnel. Because of the importance of these functions, adequate backup must be arranged so that trained personnel are always available. The duties of coordinators should include the following:

(1) Assessing the situation and determining whether an emergency exists that requires activating the emergency procedures,

(2) Directing all efforts in the area including evacuating personnel,

(3) Ensuring that outside emergency services such as medical aid and local fire departments are called in when necessary, and

(4) Directing the shutdown of operations when necessary.