



Emergency Action Plans

The Emergency Action Plan Standard, 29 CFR 1910.38 , provides information on the requirements set forth by OSHA on what to include in an Emergency Action Plan (EAP). Its main intent is to ensure employees get to safety in a timely manner in an emergency situation.

The Basics

- Written and Oral Emergency Action Plans—An EAP must be kept in writing, kept in the workplace, and available for review by your employees if your organization has greater than 10 employees. If your organization has 10 or fewer employees, you may choose to communicate the plan orally instead of in writing.
- Safety Data Sheets (SDS) - The standard requires the use of a specific 16 section safety data sheet format. As before, this will provide detailed information regarding the chemical. These new data sheets should be kept on file for all chemicals in your inventory. An online system or paper copies can be used.
- Hazard Classification - The definitions of hazard provide specific criteria for classification of health and physical hazards, as well as classification of mixtures. These specific criteria will help to ensure that evaluations of hazardous effects are consistent across manufacturers, and that labels and safety data sheets are more accurate as a result.



Be Ready. Be Safe.

The Requirements of an Emergency Action Plan

The Emergency Action Plan must include:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit routes
NOTE: There is NO requirement to post a visual map of evacuation routes. However, it is a good practice
- Procedures for employees who remain to operate critical operation prior to evacuating
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name and/or job title of every employee who may be contacted by other employees who need more information about the plan or have any questions about the plan overall

Other Requirements

- Employee Alarm System—an employer must have and maintain an alarm system which uses a distinctive signal for each emergency situation and comply with the requirements set forth in 1910.165.
- Training—an employer must designate and train employees to assist in a safe and orderly evacuation of all other employees.
- Review of EAP—an employer must review the EAP with each employee covered by the plan when:
 - * The plan is developed or the employee is assigned initially to a job;
 - * The employee's responsibilities under the plan change; or
 - * The plan itself is changed.