

**Sample Written Safety Program
For**

**EMERGENCY ACTION
AND
FIRE PREVENTION PLAN**



EMERGENCY ACTION **AND** **FIRE PREVENTION PLAN**

(YOUR COMPANY NAME)

EMPLOYEE EMERGENCY AND FIRE PREVENTION PLANS

Emergencies will occur. The effect of the emergency must be controlled by means of a proper pre-emergency plan. In order to respond to this need, our company has developed the following plan which all employees are expected to follow in preventing or responding to emergency situations that we reasonably expect in our workplace.

EMERGENCY ACTION PLAN

A. **SCOPE AND APPLICATION.** As required by OSHA the following Emergency Action Plan has been developed to ensure employee safety from fire or other emergencies.

B. ELEMENTS

1. Emergency Escape Procedures. Escape route assignments are posted throughout the facility. A layout of the facility clearly marked with escape routes is posted in each department. A copy of the layout is attached to this policy.

If the alarm sounds or if a supervisor orders the evacuation of the building, remain calm, walk to the nearest exit and leave the building immediately. **After leaving the building, proceed to the front of the building and meet at insert meeting place.** Do not leave the area. Do not return into the building. Follow your supervisor's instructions.

In addition to the escape routes, the locations of fire extinguisher and safety stations are indicated by color coded labels. Fire extinguisher locations are indicated by yellow labels. Safety stations are indicated by green labels.

2. Employees Who Remain to Operate Critical Plant Operations Prior to Evacuation. As there are no plant processes which would require continued operation during an emergency, all employees are expected to leave the plant immediately when an evacuation order is announced. No provisions are made for employees who remain within the plant to perform rescue, medical or fire fighting duties.

3. Accounting of All Employees After an Emergency Evacuation. Within the first 15 minutes of each shift, the supervisor is responsible for taking attendance of the workers. The attendance sheet should remain with the supervisor at all times. In the event of an evacuation, all employees are instructed to leave the plant, proceed to the front of the building and meet across the street. The daily attendance sheets will be used to account for the workers. In the event that a worker is absent, the supervisor may at his own discretion, sweep the area for the missing employee. Employees must not leave the area until instructed to do so by the supervisor.
4. Rescue and Medical Duties for Employees. Employees are not expected to perform any rescue or medical duties. Therefore, there are no provisions for training employees in these tasks. Municipal emergency medical and fire facilities are used for emergency medical treatment. Emergency phone numbers are posted at each production area phone. At no time should an employee be directed to perform emergency duties which may endanger his/her life.
5. Preferred Means of Reporting Fires and Other Emergencies. The preferred means of reporting fires and other emergencies is by phone. Emergency phone numbers are posted at each production area phone. In the case of telephone failure, the authorities should be notified in person.
6. Persons to Contact for Further Information. **Enter names of contact personnel.**

C. ALARM SYSTEM

1. Employee Notification of an Emergency. Notification of an emergency or of an evacuation is communicated to the employees via the plant intercom system. Directions for the use of the intercom system are as follows: **provide instructions**

Ask for the attention of the employees. Speak slowly and clearly. Describe the area in which the emergency is located. Direct the employees to walk out of the plant and meet in the front of the building across the street.
2. Fire Brigade. We do not support a company fire brigade. Employees are not expected to fight fires, clean up major chemical spills or participate in rescue procedures.

D. EVACUATION FOR VARIOUS EMERGENCIES

1. Emergency Action Plan for Fire or Chemical Release. In the event of a fire or a chemical emergency, our policy is to immediately evacuate all employees from the section of the building directly affected. Additional evacuation of the building, whether partial or complete, is left to the discretion of the plant manager or the

shift supervisor.

Evacuated employees must report to the **reporting location**. The supervisor must take attendance to account for all personnel involved.

2. Emergency Action Plan for Electrical Outage. In the event of an electrical outage, emergency lighting should illuminate the plant. All employees should report to the lunch room. All employees should remain in the lunch room unless the plant manager or supervisor issues new instructions.

E. TRAINING OF PERSONNEL

In order to ensure the safe and orderly emergency evacuation of employees, a sufficient number of personnel should be trained to assist in emergency procedures. The following personnel should be trained in the emergency procedure: **enter titles of those employees who will be giving special training such as Plant Manager; Production Supervisor; Maintenance Supervisor; Material Handling Personnel.**

1. Periodic Review of Emergency Plans with Employees. A review of the emergency plans must be completed when the plan is first developed; whenever the employee's responsibilities or designated actions under the plan change; and whenever the plan is revised.
2. Review of Emergency Plans with Employees. A review of the emergency plans must be complete with each new employee prior to the employee beginning his/her duties within the plant. The supervisor is responsible for performing the review with new employees, both production and office. Under no circumstances should a new employee be allowed to begin work without safety and evacuation training. A copy of the Emergency Plans will be located **enter location** with the intent that it will be available to all workers who wish to review it.

FIRE PREVENTION PLAN

A. **SCOPE AND APPLICATION** As required by OSHA the following Fire Prevention Plan has been developed to prevent or minimize the possibility of a fire emergency.

B. ELEMENTS

1. Major Workplace Fire Hazards. The following is a list of a potential fire hazard within the plant and their proper handling and storage procedures. **Enter workplace hazards and procedures here, i.e., hydraulic, lubricating and other oils used in the plant are stored in an area located away from heat and sparks.**

Fire extinguishers are located throughout the facility. In addition, the building is equipped with a sprinkler system. The alarm for the sprinkler system is connected with the fire department.

2. Personnel Responsible for Maintenance of Fire and Emergency Equipment. **Enter names or position titles**
3. Personnel Responsible for Control of Fuel Source Hazards. Fuels are not used within the plant for production processes. The plant heating units are natural gas fired and are inspected by an outside service.

C. HOUSEKEEPING

General housekeeping is an everyday duty. Plant cleanliness is stressed to all employees, whether in the office or on the production floor. There are several workers from the maintenance department who have as part of their duties, the responsibility for maintaining and cleaning equipment. In addition, the foremen of the various departments are responsible for their respective areas. Trash, scrap, and waste are removed during each shift. Each worker is expected to take the last five or ten minutes of the shift to clean up his/her area. Waste receptacles are located throughout the plant.

D. TRAINING

1. Employee Training for Fire Hazards of the Materials and Processes. Employees are to be trained semi-annually. Training sessions are to be held in the fall and the spring. The fire safety training sessions will coincide with a review of material safety procedures and the material safety data sheets. Within a period of two weeks following the training sessions, a fire drill will be scheduled. The fire drill will be unannounced to the workers prior to its occurrence.

2. New Employee Training for Fire Hazards of the Materials and Processes. New employee training of fire hazards of the materials and processes must be completed with each new employee prior to the employee beginning his/her duties with in the plant. The supervisor is responsible for performing the review with the new employee. Under no circumstances should a new employee be allowed to begin work without training for fire hazards of the materials and processes. A copy of the Fire Prevention Plan will be assigned to the first and second shift foremen with the intent that it will be available to all workers who wish to review it.

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Frankenmuth accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.