

Loss Control: Activities to Prevent Accidents or Reduce the Cost of Accidents in the Workplace

General Industry Safety Orders - §3220 Emergency Action Plan

All Emergency Action Plans Shall Cover the Actions That Employers and Employees Must Take To Ensure Employee Safety from Fire and Other Emergencies

Elements: The written plan shall be kept at the workplace and made available for employee review		
OK	Emergency escape procedures and emergency escape route assignments	Action Date
	Procedures to be followed by employees who remain to operate critical plant operations before they evacuate	
	Procedures to account for all employees after emergency evacuation has been completed	
	Rescue and medical duties for those employees who are to perform them	
	The preferred means of reporting fires and other emergencies	
	Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan	
Alarm System: The employee alarm shall be distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan		
	When telephones are used as a means of reporting an emergency, telephone numbers shall be posted nearby. Where the system also serves as the employee alarm system, emergency messages shall have priority over all non-emergency messages.	
	If the employee alarm system is used for a other purposes, a distinctive signal for each purpose shall be used	
	The alarm shall be perceived above ambient noise or light levels. Tactile devices may be used to alert employees not able to recognize an audible or visual alarm	
Evacuation: The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances		
	<input type="checkbox"/> Earthquake <input type="checkbox"/> Fire <input type="checkbox"/> Chemical Spill <input type="checkbox"/> Medical	
Training: Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe & orderly emergency evacuation of employees		
	The employer shall advise each employee of his/her responsibility under the plan at the following times	
	• Initially when the plan is developed	
	• Whenever the employee's responsibilities or assigned actions change	
	• Whenever the plan is changed	
	The employer shall review with each employee the assigned parts of the plan; the employee must know how to protect employees in the event of an emergency.	
Employers With 10 or Fewer Employees: A written is not needed, the may be communicated orally to employees; direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm		

**Contact Your CompWest Loss Control Consultant
If You Have Any Questions or Need Assistance
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