**Emergency Action Plan (EAP)**

**Purpose - 29 CFR 1910.38**

This is a written Emergency Action Plan (EAP) for Masters Electrical Services Corporationthat follows the EAP Standard 29 CFR 1910.38. The program specifies employer and employee actions during workplace emergencies.

**Scope - 29 CFR 1910.38(a)**

The EAP guides employees during workplace emergencies.

This policy covers the following:

1. **Program Administration**
2. **Program Specific Elements**
   1. **Location of EAP Document**
   2. **Procedures for Reporting**
   3. **Procedures for Emergency Evacuation**
   4. **Procedures to Address Critical Operations**
   5. **Procedures to Account for Employees**
   6. **Procedures for Employees Performing Rescue or Medical Duties**
   7. **Contact Information**
   8. **Employee Alarm System**
3. **Information and Training**
4. **Program Evaluation and Compliance**

**Attachments**

1. **PROGRAM ADMINISTRATION**

Masters Electrical Services Corporation directs employees and their responsibilities assigned under the EAP. This written plan is available to all employees during any working hours.

President / Vice President coordinates and manages the EAP and may assign functions to other personnel**.** As assigned, **s**upervisors implement the plan in specific work areas and ensure employees follow the plan and the training they receive.

The President / Vice President coordinates the plan and may assign duties to proper personnel. The following personnel have specific responsibilities for administering aspects of this plan:

1. President is the Fall Prevention Coordinator.
2. Vice President is the fall prevention competent person.

**B. PROGRAM SPECIFIC ELEMENTS**

**1. Location of EAP Document –29 CFR 1910.38 (b) \* Attachment A**

The written EAP for this location is: (Insert location here). It is available for employee review.

Employer Option: Facility phones have an EAP Notifications document (Attachment A) posted nearby.

2. Procedures for Reporting - 29 CFR 1910.38 (c)(1)

Employees activate the facility alarm system when they detect a fire or other emergency.

**3. Procedures for Emergency Evacuation - 29 CFR 1910.38 (c)(2) \* Attachment B**

**(Attachment B)** is a diagram of the facilitywhich clearly displays evacuation routes. Employees evacuate by the nearest available marked exit.

**Employer Option:** Post copies of this diagram **(Attachment B)** throughoutthe facility.

All facilities have a designated meeting area(s) following any evacuation. The meeting area(s) are:

|  |  |
| --- | --- |
|  | **Designated meeting area:** |
| **Primary outside location** |  |
| **Secondary outside location** |  |
| **Off-site location** |  |

Employees do not leave the designated meeting area or return to their regular duties until the President / Vice President gives the “all clear.”

**Shelter in Place**

During an emergency requiring sheltering within the facility (e.g., a tornado, hazardous chemical release, etc.) employees go to the designated interior safe area.

The interior safe areas are: **List location(s) here:**

**4. Procedures to Address Critical Operations - 29 CFR 1910.38 (c)(3)**

**Supervisors**/employees who stay in the workplace to shut down or address critical operations before they evacuate: (**Note:** some authorized personnel may remain longer to complete certain mandatory tasks, but only if done safely):

|  |  |
| --- | --- |
| **Example - turn off gas lines, etc.** |  |
|  |  |
|  |  |

**5. Procedures to Account for Employees - 29 CFR 1910.38 (c)(4)**

President / Vice President duties to account for employees:

1. Takes attendance at the designated meeting/safe area.
2. Confirms all persons are present and/or accounted for.
3. Reports “all here” or any missing persons.
4. Keeps all evacuees together until given further instructions. Do not allow people to leave the area until given further instructions.
5. Assumes role of department contact to answer questions.
6. Prevents re-entry. Under no circumstances should anyone re-enter the evacuated building.

**6. Procedures for Employees Performing Rescue or Medical Duties - 29 CFR 1910.38 (c)(5)**

Certified first-aid responders give basic first aid (within their capabilities) during emergency situations. Notify local Emergency Medical Services for events beyond basic first aid.

**Employer Option**: Consider listing First-Aid Team Members here.

**7. Contact Information - 29 CFR 1910.38 (c)(6)**

Employees may contact President / Vice President **(insert contact details)** for more information about the plan or an explanation of their duties.

**8. Employee Alarm System - 29 CFR 1910.38 (d)**

Masters Electrical Services Corporation alarm system has a distinctive signal for each emergency purpose and follows the requirements in §1910.165.The employee alarm system for 3140 N Bender Ave New Franklin, Ohio 44319 is: (**Identify type of alarm - ex: voice, pull alarm, siren, strobe**).

1. **INFORMATION AND TRAINING - 29 CFR 1910.38(e) \* Attachment C**

Masters Electrical Services Corporation trains selected employees to help in the safe evacuation of the facility, including visitors, contractors, and those who need added help during evacuation.

President / Vice President provide employees with information and training - **29 CFR 1910.38 (f)**:

1. Upon development of the program.
2. Upon employee initial job assignment.
3. Upon change of employee's responsibilities or designated actions.
4. When the EAP has changed.
5. **PROGRAM EVALUATION & UPDATES**

We conduct annual reviews of this written (EAP) for compliance with federal regulations and our internal requirements to assure quality and effectiveness. We review it with each employee covered by the plan.

The President / Vice President keeps the findings of the review and plans to correct faults in the plan.

Evaluation of the plan for compliance with the OSHA standard includes:

1. Monitoring performance and progress.
2. Verifying that the program is operational.
3. Correcting program shortcomings and finding opportunities to improve using a post evacuation review.

**Employer Option:** Other emergencies that may need addressed by EAPs or Fire Prevention Plans (FPP) include natural disasters (e.g., hurricanes, tornadoes, floods, etc.) and man-made disasters (e.g., terrorism).

**Note:** For more information on different emergency responses visit, OSHA Emergency Preparedness and Response webpage. [Emergency Preparedness and Response](https://www.osha.gov/SLTC/emergencypreparedness/index.html)

**ATTACHMENTS**

Included here are notification forms, facility diagram, training documentation, and additional resources.

Attachment A – EAP Notifications Document

Attachment B – Facility Diagram

Attachment C – Training Sign-in

Additional Resources