



Loss Control Department  
*Technical Information Paper Series*

**Emergency Action Plans  
and Fire Protection Plans:  
*OSHA Regulation  
29 CFR 1910.38***

Copyright © 1999 The Hartford Loss Control Department  
TIPS Series S 970.021 Printed in U.S.A.

*This document is provided for information purposes only. It is not intended to be a substitute for individual legal counsel or advice on issues discussed within. Readers seeking resolution of specific legal issues or business concerns related to the captioned topic should consult their attorney and/or insurance representative.*

# Emergency Action Plans and Fire Prevention Plans (OSHA Regulation 29 CFR 1910.38)

The OSHA regulations for Emergency Action Plans (EAPs) and Fire Prevention Plans (FPPs) apply to organizations classified by OSHA as general industry. This includes all businesses except those in the construction, shipbuilding, agricultural, and mining industries. Businesses with more than ten employees must have *written* Emergency Action Plans (EAPs) and *written* Fire Prevention Plans (FPPs). For businesses with fewer than ten employees, the elements of the plan can be communicated orally.

## ***Emergency Action Plan (EAP)***

An EAP details the actions employees are to take in the event of an emergency. An *emergency* may include bomb and violence threats, accidental releases of toxic vapors, chemical spills, fires, or explosions. The plan should address all potential emergencies that can be expected in the workplace.

The primary objective of the EAP is to have all employees know how to:

- exit to safety
- alert fellow employees
- notify the appropriate emergency resource agency

The EAP must include, *as a minimum*, these elements:

- emergency escape procedures
- procedures to be followed by employees who remain to perform critical plant operations
- procedures to account for all employees after an emergency evacuation
- rescue and medical duties for those employees who are to perform them
- preferred means for reporting emergencies
- names or regular job titles of persons or departments to be contacted for further information or explanation of duties under the plan

Businesses should designate and train a sufficient number of people to assist in the safe and orderly evacuation of employees. The plan should be reviewed with each employee when the plan is initially developed, whenever it is changed, or whenever the employee's responsibilities or designated actions under the plan change.

The written EAP should be made available for all employees to review. Organizations often make the plan available through the Human Resources Department.

### ***Fire Prevention Plan (FPP)***

The Fire Prevention Plan (FPP) is a *written plan* intended to educate employees about specific hazards of their jobs. In essence, the FPP is an extension of the EAP. It is recommended that employees responsible for the EAP also administer the FPP.

The FPP must include, *as a minimum*, these elements:

- a list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources and their control procedures, and the type of fire protection equipment or systems that protect against these hazards
- names or regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires
- names or regular job titles of personnel responsible for control of fuel source hazards
- guidelines for proper housekeeping procedures
- guidelines for training employees in the fire hazards of the materials and processes to which they are exposed
- procedures for preventive maintenance of equipment and systems installed on heat-producing equipment.

### ***Conclusion***

All organizations have a vested interest in:

- protecting employees, equipment, supplies, and facilities
- preventing loss of sales and customers
- maintaining business and community relations, services, and obligations

Experience has shown that organizations with EAPs and FPPs usually recover successfully from emergencies. Where plans exist, reaction times are reduced, coordination is accelerated, hazards can be contained, and business activities can be resumed more quickly.

Is *your* organization prepared for an employee emergency? The requirements for an EAP and FPP outlined in this article will help you refine your existing plan or begin a new one *today!*

*This document is provided for information purposes only. It is not intended to be a substitute for individual legal counsel or advice on issues discussed within. Readers seeking resolution of specific legal issues or business concerns related to the captioned topic should consult their attorney and/or insurance representative.*