

Safety Meetings are important!

They: get your employees actively involved
encourage safety awareness
help identify problems before they become accidents
motivate employees to follow proper safety procedures

We are happy to provide you with a monthly topic for your agenda.

ROUTE TO:

- General Manager
- Safety Coordinator
- Supervisor Dept. _____
- Other _____
- Date of Meeting _____

April 2023

Facility Emergency Action Plan (FEAP) Fire Safety

OSHA requires companies with more than 10 employees to have a Written Emergency Action Plan (fewer than ten employees can relate the FEAP orally). (29 CFR 1910.120(q)(1), (29 CFR 1910.38).

The Purpose of a FEAP, is to provide the information necessary to formulate an initial response to fire, natural disasters, explosions or an unplanned release of hazardous material. A Facility Emergency Action Plan must explain what to do in an emergency, who is responsible for the plan, and available resources. The plan must also include training requirements for the different types of emergencies and where to meet. Program review should be conducted on a regular basis to ensure that all employees are aware of the emergency procedures.

Emergency response safety practices for fire and natural disaster emergencies may be found on the [GAWDA website/ members only documents/safety practices](#)





The GAWDA Safety Committee created a Sample Safety Practice for Fire Emergency Preparedness to assist with your company's Emergency Action Plan. This practice can be found on the [GAWDA website/ Members only page/ Sample Safety Practices/ Fire Emergency Preparedness.](#)

OSHA requirements for Fire Emergency :

1. How to report
2. How to respond; including an emergency evacuation route
3. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
4. Procedures to account for all employees after evacuation;
5. Procedures to be followed by employees performing rescue or medical duties; a
6. The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.
7. Employee alarm system.
8. Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.
9. Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan:
 - a. Initial job assignment
 - b. Employees responsibilities change under the plan
 - c. When the plan is changed





OSHA’s Fight or Flee etool can help you decide if you want/ have to train your employees on Fire Extinguisher use.

Option 1	Option 2	Option 3	Option 4
Total evacuation of employees from the workplace immediately when alarm sounds. No one is authorized to use available portable fire extinguishers.	Designated employees are authorized to use portable fire extinguishers to fight fires. All other employees must evacuate workplace immediately when alarm sounds.	All employees are authorized to use portable fire extinguishers to fight fires.	Extinguishers are provided but not intended for employee use.
Requirement	Requirement	Requirement	Requirement
Establish an emergency action plan, fire prevention plan and train employees accordingly. Extinguishers are not existing and not required. [29 CFR 1910.157(b)(1)]	Establish an emergency action plan and train employees accordingly. Meet all general fire extinguisher requirements plus annually train designated employees to use fire extinguishers. Fire extinguishers in the workplace must be inspected, tested, and maintained. [29 CFR 1910.157(b)(2)]	If any employees will be evacuating, establish an emergency action plan and train employees accordingly. Meet all general fire extinguisher requirements plus annually train all employees to use fire extinguishers. Fire extinguishers in the workplace must be inspected, tested, and maintained. [29 CFR 1910.157(b)(2)]	Establish an emergency action plan, fire prevention plan and train employees accordingly. If fire extinguishers are left in the workplace, they must be inspected, tested, and maintained. Extinguishers are provided but not intended for employee use. [29 CFR 1910.157(a)]

Fire extinguisher training may be purchased from: JJ Keller, [NFPA Fire Extinguisher youtube](#) video or the [Fire Equipment Manufacturers Association youtube](#) video.

I recommend that fire drills should be conducted twice annually: once, announced and the second time unannounced. Remember to have everyone sign a record of training and remind them that in a real fire emergency, they will still need to physically sign a paper acknowledging their safe evacuation, prior to leaving the site. Alarm equipment and evacuation maps should also be reviewed annually for accuracy

If you have any questions on these subjects or other questions related to DHS, EPA or OSHA, please contact me.

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