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Emergency Action Plans Policy

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Emergency Action Plans Policy

General

An Emergency Action Plan (EAP) is a written document describing the hazards present within a work-area and the actions necessary for the safe, prompt and complete (exception: designated individuals authorized to remain behind) evacuation of employees, students and guests. In a diverse and transient community, such as the University of Maine, EAPs must be clear and consistent between different work-areas to ensure that all building occupants can safely evacuate in the event of an emergency.

Regulatory Guidance

- Occupational Health and Safety (OSHA) 29 CFR 1910.38(a) & (b), *Employee Emergency Plans* and *Fire Prevention Plans*.
- National Fire Protection Association (NFPA)
 - NFPA 1 *Uniform Fire Code*
 - NFPA 101 *Life Safety Code*

Responsibilities

UMS Safety Management is responsible for:

- Surveying departments for hazards to be included in the plans, when requested.
- Assisting with area-specific plan updates, when requested.
- Liaison with local responders to make inquiries and facilitate contacts for evacuation assistance.

The Department of Facilities Management is responsible for:

- Testing, inspection, and maintenance of life safety equipment and systems on a regular schedule (or on request by the department having such equipment) or coordinating such work through an external contractor.

Remote Site Managers are responsible for the maintenance of life safety equipment and the scheduling evacuation drills in conjunction with the Authority Having Jurisdiction (AHJ) at their respective locations.

Deans, Directors, and Department Heads are responsible for

- Reviewing and implementing their area-specific plans.
- Updating area-specific plans with assistance from UMS SM.
- Ensuring that plans identify employee(s) who are required to remain behind to shut down or operate critical equipment.
- Ensuring that employees/students are properly trained to carry out their portion of the plan.
- Ensuring that faculty and staff conduct classroom announcements at the beginning of the semester or whenever hazards change

Classroom Announcements:

An announcement shall be made at the first class meeting of each semester that directs the students' attention to the following issues:

- Procedures for evacuation.
- Primary and Secondary Evacuation Routes.
- Rally point following an evacuation.
- Request for disclosure by individuals if accommodations are needed for safe evacuation.

Requirements

Each area-specific Emergency Action Plan covers the basic actions employees should take to ensure the safety of all building occupants from fire and other emergencies. Area specific written plans may be created through the use of an Emergency Action Plan Survey and Emergency Action Plan template, available for download on the Safety Management documents website.

The following elements are included in each written plan:

- A listing of the major hazards of the workplace.
- Approved emergency procedures for the specific area.
- Methods of reporting fires and other emergencies.
- Types of evacuation to be used for different emergencies. Typically, this requires the complete evacuation of the entire building; however, designated individuals may be authorized to remain behind to assist others or conduct critical operations using approved procedures.
- Emergency escape routes, primary and secondary.
- A Rally point for employees to meet when evacuated.
- The procedure to account for all employees upon evacuation.
- Procedures for employees who remain behind to assist others, or conduct critical operations when an evacuation has been ordered.
- Names or regular titles of persons who can be contacted for further information or explanation of duties under the plan.

In order to ensure that plans remain current and effective, each responsible department shall review their plan(s) annually or whenever a change in conditions required and update and minimize hazards within their work-area.

Emergency Action Plan (EAP) Training:

Each department/area supervisor shall ensure that the Area-Specific EAP is reviewed with each employee upon initial assignment to the work area. EAP Training may be conducted separate from other training; however, it is usually included as part of the Department Annual Safety Training and documented using a *Department Annual Safety Training Form*.

Employees shall be retrained at least annually. Retraining is also required when an employee changes work areas, when their responsibilities change, or when the plan is changed.

Students should receive general evacuation instructions at the beginning of each semester and specific instructions whenever a hazard is introduced.

EAP Drills/Exercises:

The Site Manager should (highly recommended) work with the Authority Having Jurisdiction to perform required drills. The drills shall follow the requirements of NFPA 101 and shall include (but are not limited to) the following considerations:

- Drills shall be designed in cooperation with the local authorities.
- Drills shall be held with sufficient frequency to familiarize occupants with the drill procedure and establish conduct of the drill as a matter of routine.
- Frequency may be determined by the Authority Having Jurisdiction.

The following areas require regular scheduled drills. Written records must be maintained by the person(s) conducting the drills:

Day Care Areas:

Monthly evacuation drills are required when day care is in session. Records of drills and life-safety equipment testing must be kept at the facility.

Dormitories:

Drills in dormitories are conducted in conjunction with the Authority Having Jurisdiction.

Additional announcements should be made throughout the semester whenever a new hazard is introduced that could affect evacuation.

For Additional Safety Management Information

- Visit <https://mycampus.maine.edu/group/mycampus/safety-environmental-management>
 - SM Documents provides UMS policies, forms, templates and more
- Contact UMS Safety Management at 207/581-4055.

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