

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 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*.
- University of Maine System Procedures for Testing, Inspection, and Maintenance of Life safety Equipment and Systems. Version 2 (August 1, 2003)
- National Fire Protection Association (NFPA)
 - NFPA 1 *Uniform Fire Code*
 - NFPA 101 *Life Safety Code*

Requirements

Each area-specific Emergency Action Plan covers the basic actions employees must take to ensure the safety of all building occupants from fire and other emergencies. Area-specific written plans can be obtained from The Department of Safety & Environmental Management (SEM) by submitting an *Emergency Action Plan Survey* (MF07012).

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 is required to periodically review their plan(s) and minimize hazards within their work-area.

Emergency Action Plan (EAP) Training:

Each department/area supervisor must 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* (MF03032).

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

Evacuation Coordinator Training:

Evacuation Coordinator Training is required for any employees who assist others in the evacuation process. These employees may stay behind to operate or shut-down critical equipment provided a written plan has been submitted to SEM and approved for use.

Evacuation Escort Training:

Contact SEM for Evacuation Escort Training. This training is provided to employees that may stay behind to assist the disabled in an emergency. Training for evacuation escorts must include the following:

- Evacuation routes and alternate routes.
- Familiarity of fire protection systems within the building
- Areas of refuge.
- Fire doors.
- Basic strategies for surviving fires.
- Fire extinguisher training.
- Methods of communication with emergency response personnel.

EAP Drills/Exercises:

Where required, SEM or the Remote Site Manager works with the Authority Having Jurisdiction (usually the Local Fire Department) and building occupants to complete required evacuation drills with sufficient frequency to familiarize occupants with the drill procedures.

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

Classroom Announcements:

An announcement should 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.

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

Responsibilities

The Department of Safety and Environmental Management is responsible for:

- Surveying departments for hazards to be included in the plans and ensuring that each department has a plan.
- Updating area-specific plans, upon request.
- Scheduling and evaluating of evacuation drills held in conjunction with the Authority Having Jurisdiction.

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).

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

Deans, Directors, and Department Heads are responsible for

- Reviewing and implementing their area-specific plans.
- Updating area-specific plans in conjunction with SEM.
- Ensuring that plans are submitted to SEM for approval where employee(s) 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.

For Additional Information

- Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.

- Emergency Action Plans Survey (MF07012)
- Sample Classroom Announcement (MG07013)
- Emergency Action Plan Exercise Procedure (MP07014)
- Advanced Emergency Action Planning Guide (MG07015)
- Department Annual Safety Training Record (MF03032)

Document History

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