



PARTNERING WITH TOWNSHIPS

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

29CFR 1926.35 Emergency Action Plans

ELEMENTS OF THE PLAN

On each job site, a written emergency action plan must be developed to protect employees from foreseeable emergency situations. Elements of the Emergency Action Plan (EAP) must include at least the following items:

1. Emergency Escape Procedures to include when to evacuate, how, and to where.
2. Procedures for remaining employees shutting down equipment or critical processes. Employees critical to the emergency situation would know how and where to: shut down temporary power, locate employee phone numbers, communicate with the main office and field superintendent.
3. A means to account for all employees on site after evacuation has occurred. Employee rosters of those working each day will need to be known or available.
4. Rescue and medical duties for any employees that have them assigned to them. Are your workers trained in CPR and First Aid? Are there at least two on each crew in case the one injured is one of the trained individuals?
5. The preferred means of reporting emergencies. How and to whom should the emergencies be reported? Do the men know the location of the nearest emergency care facility? Will 911 bring any help to the site where you are working? Will the emergency responders have the appropriate equipment to handle your type of emergency? Is there a backup means of communication in case cell phones (or Audios) go down?
6. Names and job titles of persons or departments that can be contacted for further information or explanation of the duties under the plan.

ALARM SYSTEMS

Employers must also create an audible alarm system. The alarm system, or means of notifying employees that an emergency situation exists on the job site, must have distinctive signals for each type of alarm or emergency situation.

EVACUATIONS

Evacuation types must be specified within the EAP and under what emergency situations they are to be used.

TRAINING

Training is critical to the success of any EAP. The employer must designate and train sufficient numbers of employees on each site to implement the EAP. Employers must review with each employee upon initial job assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan must be kept at the work place and made available for employee review.

For more information, contact TOIRMA at (888) 562-7861

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