

**WAC 296-24-567 Employee emergency plans and fire prevention plans.** (1) **Emergency action plan.**

(a) **Scope and application.** This subdivision applies to all emergency action plans required by a particular DOSH standard. You must put the emergency action plan in writing, and it must cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) **Elements.** You must include the following elements, at a minimum, in the plan:

(i) Emergency escape procedures and emergency escape route assignments;

(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

(iii) Procedures to account for all employees after emergency evacuation has been completed;

(iv) Rescue and medical duties for those employees who are to perform them;

(v) The preferred means of reporting fires and other emergencies; and

(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) **Alarm systems.**

You must establish an employee alarm system which complies with WAC 296-800-310. The employee alarm system must provide warning for necessary emergency action as called for in your emergency action plan. The employee alarm must be distinctive and recognizable as a signal to perform actions designed under the emergency action plan.

(d) **Evacuation.** You must establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) **Training.**

(i) Before implementing the emergency action plan, you must designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(ii) The employer shall review the plan with each employee covered by the plan at the following times:

(A) Initially when the plan is developed;

(B) Whenever the employee's responsibilities or designated actions under the plan change; and

(C) Whenever the plan is changed.

(iii) You must review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. You must keep the written plan at the workplace and made available for employee review.

(2) **Fire prevention plan.**

(a) **Scope and application.** This subsection applies to all fire prevention plans required by a particular DOSH standard. You must put the fire prevention plan in writing.

(b) **Elements.** You must include the following elements, at a minimum, in the fire prevention plan:

(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.

(c) **Housekeeping.** You must control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. You must include the housekeeping procedures in the written fire prevention plan.

(d) **Training.**

(i) You must apprise employees of the fire hazards of the materials and processes to which they are exposed.

(ii) You must review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. You must keep the written plan in the workplace and made available for employee review.

(e) **Maintenance.** You must regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. You must include the maintenance procedures in the written fire prevention plan.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 15-24-100, § 296-24-567, filed 12/1/15, effective 1/5/16. Statutory Authority: RCW 49.17.010, [49.17].040, and [49.17].050. WSR 01-11-038, § 296-24-567, filed 5/9/01, effective 9/1/01. Statutory Authority: Chapter 49.17 RCW. WSR 89-11-035 (Order 89-03), § 296-24-567, filed 5/15/89, effective 6/30/89. Statutory Authority: RCW 49.17.040 and 49.17.050. WSR 82-02-003 (Order 81-32), § 296-24-567, filed 12/24/81.]