

EMERGENCY PLANNING

Program Element

[R2-10-207\(3\)](#)

Each Agency shall develop an emergency plan for each location that establishes procedures to follow in the event of serious injury, fire or other emergency that can be reasonably foreseen at the specific agency location.

The emergency plan shall designate an employee responsible for formulating, implementing, testing, and maintaining the emergency plan. The plan will contain procedures for notifying emergency response personnel and procedures for people to take to ensure safety during an emergency (i.e. evacuate or remain inside as situation warrants). Evacuation diagrams shall be visibly posted throughout each location. Include procedures for obtaining first-aid, medical treatment/transportation, and other specific hazards for each agency location. The plan will be periodically tested and evaluated to identify deficiencies for correction.

Definition:	An emergency plan is a written program that specifies procedures for handling sudden or unexpected situations. The objective is to be prepared to: <ul style="list-style-type: none">• Prevent fatalities and injuries• Reduce damage to buildings and contents• Protect the environment and the community• Accelerate the resumption of normal operations
Why do I need this program?	The purpose of an Emergency Plan is to facilitate and organize employer and employee actions during workplace emergencies. Proper employee training where the employees understand their roles and responsibilities within the plan will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.
How do I know if this program applies to my agency and my specific job hazards?	An Emergency Plan is a requirement under OSHA 29 CFR 1910.38 and AAC R2-10-207(3) for all state agencies. This must be in writing and be available to employees for review.

<p>What are the minimum required elements and/ or best practices for an Emergency Plan?</p>	<p>As identified in OSHA, an emergency plan must include at a minimum:</p> <ul style="list-style-type: none"> ● Procedures for reporting a fire or other emergency; ● Procedures for emergency evacuation, including type of evacuation and exit route assignments; ● Procedures to be followed by employees who remain to complete critical operations before they evacuate; ● Procedures to account for all employees after evacuation; ● Procedures to be followed by employees performing rescue or medical duties; and ● A point of contact (name or job title) for the employees needing additional information about the plan or an explanation of their duties under the plan <p>The State of Arizona Emergency Response Procedures (Flip Chart) is designed to work in unison with your emergency plan, identifying actions for specific emergencies in your workplace.</p>
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>For State employees the Employee Learning Portal (TraCorp) offers computer-based training for an employee's emergency knowledge; select Building and Office Evacuation, ADRISKEVAC.</p> <p>Additional general training should be provided by each Agency for their employees, and should address the following:</p> <ul style="list-style-type: none"> ● Individual roles and responsibilities ● Threats, hazards, and protective actions ● Notification, warning, and communications ● Means for locating occupants in an emergency ● Emergency response procedures ● Evacuation, shelter, and accountability ● Location and use of emergency equipment ● Emergency shutdown procedures <p>Training should be provided upon hire and when there are changes to the emergency plan or responsibilities.</p>

<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>Records should be maintained in accordance with Regulatory, State, and your Agency's specific retention schedules. Consult with those entities to determine how long to maintain records.</p> <p>The Secretary of State, State Library, Archives and Public Records website is a great resource for your Agency's specified retention schedule.</p>
<p>Are there any resources available that can assist me in putting together an Emergency Plan?</p>	<p>Available under the State Risk, Fire-Life-Safety section are resources which provide useful links that address specific hazards and training resources.</p> <p>Contact State Risk Management at rmdlossprevention@azdoa.gov or 602-542-2182 to discuss your training needs with one of our consultants.</p> <p>Additional resources:</p> <p>OSHA Evacuation Plans and Procedures eTool</p> <p>OSHA Fact Sheet, Planning and Responding to Workplace Emergencies</p> <p>OSHA's How to Plan for Workplace Emergencies and Evacuations</p> <p>NFPA's EMPLOYEE FIRE AND LIFE SAFETY: Developing a Preparedness Plan and Conducting Emergency Evacuation Drills</p> <p>Department of Homeland Security, Business Ready.gov - Preparedness Planning for your Business</p>