



WAGNER-MEINERT LLC
Engineers – Contractors

**EMERGENCY ACTION PLAN
EGRESS AND FIRE PROTECTION
(Section 26)**

PURPOSE:

The Egress and Fire Protection is essential to the safety of our employees. The purpose of Egress and Fire Protection is to:

- Prepare for an emergency.
- Set-up an adequate chain of command during an emergency.
- Minimize the impact of an emergency release on employee health and safety.
- Follow-up emergency procedures.

SCOPE:

Wagner-Meinert has chosen to establish a complete emergency action plan for emergencies that could arise while the facility is occupied.

The Emergency Action Plan will immediately take effect whenever there is an emergency; fire, flood, tornado, earthquake, etc.

- 1.0 EMERGENCY ESCAPE PROCEDURES AND ESCAPE ROUTES**
- 2.0 ACCOUNTING FOR EMPLOYEES IN THE EVENT OF AN EMERGENCY EVACUATION.**
- 3.0 EMERGENCY ACTIVITIES AND FOLLOW-UP.**

REFERENCES:

- A) 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans, paragraph (a).

1910.38 Employee emergency plans and fire prevention plans.

(a) Emergency action plan. (1) Scope and application. This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(2) Elements. The following elements at a minimum, shall be included 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.

(3) Alarm system. (I) the employer shall establish an employee alarm system which complies with 1910.165.

(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(5) Training. (I) Before implementing the emergency action plan, the employer shall 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) The employer shall 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. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.....

PROCEDURES:

1.0 EMERGENCY ESCAPE PROCEDURES AND ESCAPE ROUTES

1.1 Emergency evacuations that require exiting the building shall go to the assembly area at the southwest corner of the parking lot. This area is shown on the emergency escape drawings. These emergency drawings will be displayed in different areas of the facility. These drawings will show egress routes and the required area for assembly for the emergency at hand.

1.1.1 Emergencies that require the facility to evacuate are:

- 1.1.1.1 Fire
- 1.1.1.2 Chemical Spill
- 1.1.1.3 Explosion
- 1.1.1.4 Bomb Threat
- 1.1.1.5 Earthquake

1.2 All other emergencies that require shelter in place shall proceed to the first floor to Doug Zollinger's office (Room #108), Joe Wagner's office (Room #116), Women's Restroom (Room #110), or Men's Restroom (Room #109). These areas are shown on the emergency drawings located throughout the facility.

1.2.1 Emergencies that require shelter in place are:

- 1.2.1.1 Tornado
- 1.2.1.2 Terrorist threat

1.3 All personnel operating tools or machinery should shut down or turn off before exiting unless the situation does not allow for this to take place.

2.0 ACCOUNTING FOR EMPLOYEES IN THE EVENT OF AN EMERGENCY EVACUATION.

2.1 A complete list office employees is located in the reception area. In the event of an emergency evacuation, the present receptionist will carry the sign in/out sheet to the designated assembly area. Assembly area is shown on the emergency drawings located throughout the facility.

2.2 A daily sign in log for contractors and visitors is located in the receptionist area. In the event of an emergency evacuation, the present receptionist or designate will carry the sign in/out sheet to the designated assembly area (southwest corner of parking lot). Assembly area is shown on the emergency drawings located throughout the facility.

2.3 A daily sign in log for fab area employees is located in the fab shop foremans office. In the event of an emergency evacuation, the fab shop foreman or designate will carry the sign in/out sheet to the designated assembly area. Area is shown on the emergency drawings located throughout the facility.

2.4 A roll call will be conducted and the results communicated to the Safety Director or designated person in charge.

3.0 Fire Prevention and Protection

- 3.1 Wagner-Meinert, LLC personnel are have annual training in incipient stage fire fighting and its hazards. The use of different types of portable fire extinguishers.
- 3.2 Wagner-Meinert, LLC has an active Hot Work Permit Program as do the majority of our customers. Always follow Hot Work procedures when welding, cutting, or using any equipment when may supply an ignition source.
- 3.3 When utilizing heat producing equipment, make sure that the area is clear of all fire hazards and that all sources of potential fires are eliminated.
- 3.4 Do not use a salamander or other open flamed device in confined or enclosed structures.
- 3.5 Vent heaters to the atmosphere and make sure they are located an adequate distance from walls, ceilings and floor.
- 3.6 Have fire extinguishers available at all times where heat-producing equipment is used.
- 3.7 Know the location of fire fighting equipment in the work area and have knowledge of its use and application in case of fire.
- 3.8 Fire extinguishers are visually checked monthly and have a yearly documented maintenance check. Turn in all fire extinguishers for recharge after each use. Make sure the extinguishers you have are rated for the environment you will be working in. These records will be kept on file for one year after last entry of life of the shell. ..

4.0 EMERGENCY ACTIVITIES AND FOLLOW-UP.

- 4.1 Once an emergency evacuation or shelter in place has been called, the Safety Director or designate shall be responsible for the coordination of activities.
- 4.2 All Emergency drill and training activities shall be coordinated by the Safety Director and the Safety Committee. Training will be conducted annually.

ASSOCIATED DOCUMENTS:

APPENDIX 26A Jobsite Fire Extinguisher Inspection Log (Monthly and Annual)

APPENDIX 26B EMERGENCY RESPONSE PLAN DRAWING – These drawings are placed strategically around the facility. File: BLDG-EV1.dwg

DOCUMENT MANAGEMENT:

The Safety Director is responsible for developing and maintaining the program.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Emergency Planning and Response Plan. We strive for clear understanding, safe behavior, and involvement from every level of the company.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on March 7, 2005, replacing the former Emergency Planning and Response Program entirely.

Revision No. 1 (March 7, 2005)
Revision or Review No. 3 (January 3, 2006)
Revision or Review No. 3 (June 26, 2006)
Revision or Review No. 4 (September 6, 2007)
Revision or Review No. 5 (April 21, 2010)
Revision or Review No. 6 (October 7, 2011)

PERSONNEL:

The Owners of Wagner-Meinert have the ultimate responsibility for the Emergency Planning and Response Program. They have designated the Safety Director to manage the Emergency Planning and Response Program.

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Jobsite Fire Extinguisher Inspection Log (Monthly and Annual) Appendix 26A

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