

Emergency Evacuation and Fire Prevention Plans**SPP# 1910.38****Quick Reference**

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1.0 Purpose

The purpose of this safety policy and procedure is to establish guidelines and procedures for developing and implementing emergency evacuation and fire prevention plans.

2.0 Scope and Applicability

Emergencies in the workplace can develop into disasters if they are not addressed in the appropriate manner. Disasters can be man-made (fires, structural collapses, explosions, and chemical releases) or can develop from natural events (floods, tornadoes, hurricanes, earthquakes, and lightning). Therefore, preplanning a facility's response to an emergency and a facility's fire prevention strategy can minimize suffering and losses.

This safety policy and procedure provides guidelines for implementing emergency evacuation and fire prevention plans in the workplace. It includes provisions for training and requirements for the emergency evacuation plans, fire prevention plans, and employee alarm systems.

This document also details the areas of responsibility for managers/unit heads, supervisors, and employees within the North Carolina Department of Transportation (NCDOT).

This safety policy and procedure applies to all NCDOT employees.

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3.0 Reference

This safety policy and procedure is established in accordance with Occupational Safety and Health Standards for General Industry (29 CFR 1910.38) and Occupational Safety and Health Standards for Construction Industry (29 CFR 1926.35).

4.0 Policy

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. Therefore, NCDOT facilities must have emergency evacuation and fire prevention plans. When hazards exist that cannot be eliminated, administrative practices, engineering practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Emergency Evacuation and Fire Prevention Plans will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees and the public.

5.0 General Responsibilities

It is the responsibility of each manager/unit head, supervisor and employee to ensure implementation of NCDOT's safety policy and procedure on Emergency Evacuation and Fire Prevention Plans in accordance with this safety policy and procedure. It is also the responsibility of each NCDOT employee to report immediately any unsafe act or condition to his or her supervisor. Specific responsibilities are found in Section 6.3.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure on Emergency Evacuation and Fire Prevention Plans.

6.1 Definitions

Designated Employee

Individual assigned to assist the emergency/fire prevention coordinator in evacuations and fire prevention.

Emergency Evacuation/Fire Prevention Plan Coordinator

Individual responsible for administering the emergency and/or fire prevention plans for a NCDOT facility.

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Emergency Evacuation Plan

A plan describing procedures required for employee protection from fire or other emergencies in the workplace.

Exit

That portion of a means of egress from a building, structure, or worksite.

Exit Access

That portion of a means of egress which leads to an entrance to an exit.

Fire Prevention Plan

A plan describing procedures required for employees to prevent fires in the workplace.

Means of Egress

A continuous and unobstructed way of exit travel from any point in a building, structure, or worksite to a public way.

6.2 General Provisions

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. The elements included in this safety policy and procedure as adopted by NCDOT are:

- Training
- Evacuation Plans
- Fire Prevention Plans
- Employee Alarm Systems
- Written Plan Location

6.2.1 Training

Training will be required for designated employees and emergency/fire prevention plan coordinators. This training will include elements for both the evacuation and fire prevention plans. This training will qualify the emergency/fire prevention coordinator and the designated employees to fulfill any element of the emergency and/or fire prevention plans. This training will consist of:

- Means of reporting fires and other emergencies
- Evacuation procedures
- Familiarization with evacuation routes
- Review of employee accountability procedures
- Identification of workplace fire hazards
- Fire prevention practices

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- Alarm systems
- Proper housekeeping procedures

This training will include initial training and retraining when responsibilities or conditions/surroundings change. In addition, these employees will assemble semi-annually to discuss changes in the current methods or plans. Appendix A presents a form for documenting your training.

6.2.2 Emergency Evacuation Plans

Each NCDOT facility will establish evacuation plans to be used in emergencies. These emergencies will include fires, tornadoes, hurricanes, toxic chemical release, blizzards, floods, or other natural disasters. This plan will include:

- Emergency Plan Coordinator contact information
- Preferred means of reporting fires and emergencies
- Alarm system documentation
- Fire or other safety equipment
- Evacuation routes (paths and locations of exits)
- Emergency escape procedures and assignments
- Procedures to account for all employees after an evacuation

Appendix B contains a guide for an emergency evacuation plan.

6.2.3 Fire Prevention Plan

Each NCDOT facility's fire prevention plan will include:

- Fire Prevention Plan Coordinator contact information
- A list of major workplace fire hazards and their proper handling and storage procedures and fire protection equipment
- Proper housekeeping procedures
- Safety of evacuees once outside the structure or facility
- Appropriate traffic control plans as applicable if parking lots are used as an evacuee gathering point

Appendix C contains a generic guide for a fire prevention plan.

As part of the workplace fire hazard list, potential ignition sources such as welding and smoking will be identified. Additionally, measures required to control those workplace fire hazards and equipment designed to control or extinguish fires will be included as a part of the fire prevention plan.

All buildings or structures will be maintained in such a manner to avoid the creation of potential sources of ignition. Work shops will be cleaned

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regularly and accumulations of flammable materials will be removed or stored in approved fire containers.

Buildings that primarily house support individuals will maintain the aisles in a clear and orderly fashion. All waste and combustible materials such as cardboard or trash in trash receptacles will be stored in such a manner to avoid the creation of a fire hazard. Refer to [SPP# 1910.157, Fire Protection](#), for details on fire protection and suppression.

6.2.4 Employee Alarm Systems

An employee alarm system shall be in place for each NCDOT facility to provide warning for necessary emergency action. This alarm system will also provide an adequate reaction time for safe escape of employees from the workplace or immediate area.

These alarm systems shall be maintained and be operable at all times. A checklist in Appendix B is provided for annually checking alarm systems. If an alarm is defective it shall be identified and repaired promptly. Refer to [SPP# 1910.157, Fire Protection](#), for additional details on employee alarm systems as related to fire protection.

6.2.5 Written Plan Location

These emergency and fire prevention plans will be available on-site for updating and internal audit purposes and for review by employees, and regulatory agencies.

6.3 Specific Responsibilities

6.3.1 Managers/Unit Heads

Managers/Unit Heads are responsible for ensuring that adequate funding is available for the purchase of proper equipment, supplies and training for emergency and fire prevention plans. Managers/Unit Heads will appoint individuals to serve as emergency and fire prevention plan coordinators, alternate (backup) emergency and fire prevention plan coordinators, and designated employees.

They will also be responsible for identifying the employees affected by this safety policy and procedure. Managers/Unit Heads will obtain and coordinate the required training for the affected employees. Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

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6.3.2 Supervisors

Supervisors will be responsible for ensuring that the emergency evacuation and fire plan is posted in a conspicuous location and that employees are trained at the start of employment, upon reassignment, and yearly thereafter.

Supervisors are responsible for ensuring new and existing employees are familiar with building layouts and are instructed in the most efficient evacuation methods.

Supervisors should ensure that electrical equipment is properly grounded, insulated, and maintained and that all flammable or combustible materials are properly stored, ventilated, and contained.

Supervisors are also responsible to ensure that all fire extinguishers and other related equipment are in good working condition. If any indication of damaged or outdated equipment is present, the equipment will be removed from service and repaired/replaced. (Fire extinguishers must be replaced if sent out for service.)

6.3.3 Emergency /Fire Prevention Plan Coordinator

The Emergency/Fire Prevention Coordinator will serve as the primary contact and the administrator of the emergency evacuation and fire prevention plans. The requirements of the emergency evacuation and fire prevention plans can be coordinated by one individual or by two individuals as determined by the managers/unit heads.

The coordinator will keep the emergency evacuation and fire prevention plans and the elements of those plans current. A backup (alternate) coordinator will also be identified and be capable of administering the requirements of these plans.

6.3.4 Employees

It is the responsibility of each employee to ensure they are familiar with the emergency evacuation and fire prevention plans. Each employee should also be familiar with posted exits and evacuation routes. Employees will report suspected hazards to their supervisor immediately.

6.3.5 Safety and Loss Control

Safety and Loss Control will provide prompt assistance to managers/unit heads, supervisors, or others as applicable on any matter concerning this safety policy and procedure. Safety Engineers will provide consultative and audit assistance on emergency evacuation and fire prevention plans. Additionally, Safety and Loss Control will assist in developing of or in the securing of required training.

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APPENDIX A: Emergency Evacuation and Fire Prevention Plan Training

Date: _____ **Location:** _____

Instructor: _____ **Title:** _____

Emergency Evacuation Plan Elements to be Reviewed

- Emergency Escape Procedures
- Escape Route Assignments
- Special Procedures for Personnel to Operate Critical Equipment
- Procedures to Account for Employees
- Special Rescue and Medical Personnel
- Employee Training Programs

Fire Prevention Plan Elements to be Reviewed

- Major Workplace Fire Hazards
- Fire Prevention Practices
- Fire Equipment Maintenance Personnel
- Means of Reporting Fires and other Emergencies
- Alarm Systems
- Personnel Responsible for Control of Fuel Source Hazards
- Proper Maintenance Procedures
- Proper Housekeeping

Other Elements to be Reviewed

- Names and Titles of Emergency and Fire Prevention Plan Coordinators
- Emergency and Fire Prevention Plan Availability

Employees Trained

Name/SS#	Work Location/Unit	Job Title	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

Instructor's Signature: _____

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APPENDIX B: Emergency Evacuation Plan

Evacuation Plan Elements

Name of NCDOT Unit: _____
Address: _____
Telephone Number: _____

Emergency Evacuation Plan Coordinator

(Name)	(Title)
(Division/Unit)	(Telephone Number)

The Coordinator may be contacted for further information/explanation regarding the plan.

Preferred Means of Reporting Fire and Emergencies

All fires and emergencies will be reported by the following means: _____

Alarm Systems

Alarm systems for notifying all employees in an emergency are of the following type: _____

When alarm systems are required they should meet the requirements as listed in the following checklist.

Meets the Requirements

Requirements

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Provides warning for safe escape
<input type="checkbox"/>	<input type="checkbox"/>	Can be perceived by all employees
<input type="checkbox"/>	<input type="checkbox"/>	Alarm is distinctive and recognizable
<input type="checkbox"/>	<input type="checkbox"/>	Employees are properly trained
<input type="checkbox"/>	<input type="checkbox"/>	Emergency telephone numbers posted
<input type="checkbox"/>	<input type="checkbox"/>	Emergency alarms have priority
<input type="checkbox"/>	<input type="checkbox"/>	Alarm procedures are established
<input type="checkbox"/>	<input type="checkbox"/>	All alarm components are approved

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APPENDIX B: Emergency Evacuation Plan (Continued) 2

Alarm Systems (continued)

Meets the Requirements

Requirements

Yes No

Alarms restored promptly after test

Spare alarm devices are available

Alarm system is maintained properly

Effective alarm tests conducted every two months

Power supplies are maintained and backups are provided

Supervised systems provide positive notification of any defect and are tested annually

Alarms are maintained properly by trained personnel

Manually operated devices are not obstructed and are readily accessible

Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments should be posted in each work area. The “Emergency Escape Procedures and Escape Route Assignment” sheet follows. All employees must have been trained by supervision in the correct procedures to follow during a fire or other emergency.

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APPENDIX B: Emergency Evacuation Plan (continued) 3

IN CASE OF FIRE OR OTHER EVENT REQUIRING EVACUATION, FOLLOW THE EVACUATION ROUTES AS DESIGNATED BELOW. CAREFULLY STUDY AND USE THE EVACUATION ROUTES AND POST EVACUATION RALLY POINTS (*) (**). IF YOU HAVE QUESTIONS, SEE YOUR SUPERVISOR.

Sketch indicating the facility layout, emergency evacuation routes, and post evacuation rally points.

ACCOUNTABILITY

Persons evacuating the facility will be required to meet at a predetermined location in order to account for all persons.

Primary post evaluation rally point (*) _____

In the event that the primary rally point (*) is hazardous due to wind direction or other uncontrolled conditions, an alternate rally point (**) has been assigned.

Alternate rally point (**) _____

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APPENDIX B: Emergency Evacuation Plan (continued) 4

Training

The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees. Employee training is provided to employees when:

- The plan is initiated
- An employee’s required actions and responsibilities change
- There are any changes to the plan

Name	Title	Work Area	Special Assignment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee Accountability Procedures After Evacuation

After the evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to the supervisor, by rallying at a predetermined point and by conducting a head count. Each assigned employee will be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Plan Coordinator.

Each supervisor is responsible for accounting for each of his or her assigned employees following an evacuation. This will be accompanied by these procedures:

- Rally points are to be established for all evacuation routes and procedures. These points are designated by an asterisk (*) on each posted work area escape route.
- All work area supervisors and employees must report to their primary rally points immediately following an evacuation.
- Each employee is responsible for reporting to his or her supervisor. Supervisors will account for all employees and report the information to the Emergency Plan Coordinator.
- The Emergency Plan Coordinator will be located at one of the following locations:

Primary Rally Point Location: _____
Alternate Rally Point Location: _____

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APPENDIX C: Fire Prevention Plan

Fire Prevention Plan Elements

Name of NCDOT Unit: _____
Address: _____
Telephone Number: _____

Fire Prevention Plan Coordinator

_____ (Name)	_____ (Title)
_____ (Division/Unit)	_____ (Telephone Number)
_____ (Home Address)	_____ (Home Phone Number)

Person Responsible for Maintenance of Fire Equipment and Systems

_____ (Name)	_____ (Title)
_____ (Division/Unit)	_____ (Telephone Number)
_____ (Home Address)	_____ (Home Phone Number)

Person Responsible for Control of Fuel Source Hazards

_____ (Name)	_____ (Title)
_____ (Division/Unit)	_____ (Telephone Number)
_____ (Home Address)	_____ (Home Phone Number)

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APPENDIX C: Fire Prevention Plan (continued) 2

List of Major Fire Hazards

Flammables	Location	Handling Procedure	Storage Procedure
Processes	Location	Precautionary Steps	Storage Procedure
Combustibles	Location	Handling Procedure	Storage Procedure
Reactives	Location	Handling Procedure	Storage Procedure

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



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