

**WAC 296-56-60010 Emergency action plans.** (1) You must develop and implement an emergency action plan. The emergency action plan must be in writing (except as provided in subsection (5)(d) of this section) and must cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

Note: When an employer directs their employees to respond to an emergency that is beyond the scope of the emergency action plan developed in accordance with this section, then chapter 296-824 WAC must apply.

(2) You must include the following elements, at a minimum, in the plan:

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

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

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

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

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

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

(3) You must establish an employee alarm system that provides warning for necessary emergency action and for reaction time for safe escape of employees from the workplace or the immediate work area.

(4) You must establish the types of evacuation to be used in emergency circumstances.

(5) You must meet the following requirements for training:

(a) 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.

(b) You must review the plan with each employee covered by the plan at the following times:

(i) Initially when the plan is developed;

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

(iii) Whenever the plan is changed.

(c) You must review with each employee upon initial assignment those parts of the plan that the employee must know to protect the employee in the event of an emergency. The written plan must be kept at the workplace and be made available for employee review.

(d) You may communicate the plan orally to employees and need not maintain a written plan if you have ten or fewer employees.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, 49.17.060. WSR 15-24-102, § 296-56-60010, filed 12/1/15, effective 1/5/16; WSR 07-03-163, § 296-56-60010, filed 1/24/07, effective 4/1/07.]