

WAC 296-307-35015 What are the requirements for an emergency action plan? (1) You must develop an emergency action plan for each part of the workplace as required by WAC 296-307-030 (3) (d).

(a) The plan must be in writing, kept in the workplace, and made available to employees on request.

(b) An employer of 10 or fewer employees may communicate the plan orally to employees rather than develop a written plan.

(2) An emergency action plan must include:

(a) Procedures for emergency evacuation, including exit route assignments;

(b) Procedures to account for all employees after evacuation;

(c) Procedures for reporting a fire or other emergency;

(d) Procedures to follow for emergency operation or shut down of critical equipment before evacuation;

(e) Procedures to follow for rescue and medical duties;

(f) Procedures for operating and maintaining an emergency alarm system; and

(g) Names or job titles of employees to be contacted to get more information about what to do in an emergency.

(3) You must designate employees to assist in the safe emergency evacuation of other employees. You must ensure that the designated employees receive training in emergency evacuation procedures.

(4) You must review the emergency action plan with each employee covered by the plan:

(a) When the plan is developed or the employee is assigned initially to the job;

(b) When the employee's responsibilities under the plan change; and

(c) When the plan is changed.

[Statutory Authority: RCW 49.17.040. WSR 98-24-096, § 296-307-35015, filed 12/1/98, effective 3/1/99. WSR 97-09-013, recodified as § 296-307-35015, filed 4/7/97, effective 4/7/97. Statutory Authority: RCW 49.17.040, [49.17.]050 and [49.17.]060. WSR 96-22-048, § 296-306A-35015, filed 10/31/96, effective 12/1/96.]