



## ILA-USMX JOINT SAFETY COMMITTEE

OSH Circular 2024-05 (03 May 2024)

# Emergency Action Plans

## Does Your Terminal Have One? What Does It Say?

OSHA's Standards for Marine Terminal employment [[29 CFR 1917.30\(a\)\(1\)](#)] & Longshoring [[29 CFR 1918.100\(a\)](#)] (*active links*) require all employers to develop and implement an emergency action plan. The emergency action plan must be in writing and must cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

### **Mandatory elements that every plan must have:**

- Emergency escape procedures and emergency escape route assignments;
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties if employees are to perform them;
- The preferred means of reporting fires and other emergencies; *and*
- Names or regular job titles of persons or departments that can be contacted for further information or explanation of duties under the plan.

### **Also:**

- There must be 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;
- The employer must establish the types of evacuation to be used in emergency circumstances;
- The employer must designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees; *and*
- The employer must review the plan with each employee covered by the plan when the plan is developed, whenever the employee's responsibilities or designated actions under the plan change and whenever the plan is changed.

### **Finally:**

- The employer 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.

Got an OSH-related question? Write to the JSC at: [blueoceana@optonline.net](mailto:blueoceana@optonline.net)

## Working Together For The Benefit Of All

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