**Introduction**

This document was created by the Solid Waste District for member Towns to use to create their OSHA Emergency Action Plans and Fire Prevention and Response Plan. This work is built on two previous administrative trainings and a set of handbooks:

1. FCSWMD Transfer Station OSHA Health and Safety Plans and Work Practices for Attendants
2. FCSWMD Transfer Station OSHA Health and Safety Plans and Work Practices for Town Administrators

It is a companion to two PowerPoint presentations provided to Town Administrators to assist in the development of their plans. This program was broken into several topics for development purposes:

* Natural Disasters and Extreme Weather.
* Hazardous Materials Incidents, Fires, Injuries, and Workplace Violence

The common aspects of these two plans are:

* Assigning and coordinating roles and responsibilities for development and implementation.
* Providing initial and refresher training on the Emergency Action Plan (EAP).
* Evacuation, Shelter in Place, and Power Outage.

This series of work sessions for Town Administrators was funded by the Massachusetts Interlocal Insurance Association.

**Document Templates** – the tools in this document are designed to assist your planning:

* Preparedness - Risk Assessment - Types of Spills
* Response – Hazardous Materials Incidents
* OSHA eTool - Develop & Implement an Emergency Action Plan (EAP) - Emergency Action Plan Checklist
* Evacuation Plans and Procedures E-Tool
* Training topics –lists topics that the Solid Waste District has covered in its two-day attendant trainings and handbook, and what information the Town will need to provide.

**Preparedness: Risk Assessment - Types of Spills**

**The following chart provides an “at a glance” overview of the hazardous materials handled at each type of site to help towns plan to respond to their town’s issues.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Types of Spills** | **Sources of Spills** | **Some Sites** | **All Sites** | **Supersites Only** |
| **PCBs** | **Leaking light ballasts** |  | **X** |  |
| **Waste oil** | **Vehicles** |  |  | **X & Montague & Orange** |
| **Mercury** | **Fluorescent bulbs and mercury switches, thermostats, and thermometers** |  | **X** |  |
| **Solvents** | **Paint thinners** |  |  | **X** |
| **Solvent based paint** | **Cans of paint** |  |  | **X & Orange** |
| **Sulfuric acid & Lead** | **Car wet cell batteries** | **X** |  |  |
| **Swollen lithium ion and lithium batteries** | **Phones and laptop computers** |  | **X** |  |
| **Unknowns - unauthorized products residents leave** |  |  | **X** |  |

**Supersites - Colrain, Conway, and Bernardston**

**Orange accepts paint and oil only from Town residents, and Montague accepts oil from residents**

**Response – Types of Hazardous Materials Incidents**

**These are examples of the types of incidents that attendants may encounter. You can add to both the types of incidents and the options for responding.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Types of Incident** | **Spill Clean-Up** | **Resident Shelter in Car or Leave** | **Evacuate Residents - Restrict Access** | **Attendant Shelter in Place** | **Shut Down Site**  **#5** | **Evacuation** |
| **Release hydraulic fluid – e.g., loader, compactor** |  |  |  |  |  |  |
| **Spill of HW at TS** |  |  |  |  |  |  |
| **Rail incident with volatile chemicals** |  |  |  |  |  |  |
| **Fire** |  |  |  |  |  |  |
| **Violent Incident** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |

**OSHA eTool -** [**Develop & Implement an Emergency Action Plan (EAP)**](https://www.osha.gov/etools/evacuation-plans-procedures/eap/develop-implement)

**Emergency Action Plan Checklist**

# Introduction:

# The FCSWMD converted and modified this document from an online eTool form on OSHA’s website. We have removed information that does not apply to District Towns and oriented the form to District Towns.

# This document is the main EAP form designed to guide the development of your EAP. Please also see the companion documents: *1)* *EAP Training Requirements,* and *2) Evacuation Plans and Procedures – OSHA E-Tool.*

| **QUESTIONS TO ANSWER** | **COMMENTS** |
| --- | --- |
| **GENERAL ISSUES** | |
| 1. Does the plan consider all potential natural or man-made emergencies that could disrupt your workplace? | Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances and workplace violence. |
| 1. Does the plan consider all potential internal sources of emergencies that could disrupt your workplace? | Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency. *(This information is contained in the program handbooks.)* |
| 1. Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace? | Brainstorm worst case scenarios asking yourself what you would do and what would be the likely impact on your operation and devise appropriate responses. |
| 1. Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors? | Keep your list of key emergency contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so that contact with local law enforcement, the fire department, and others can be swift. (See and complete the *Emergency Contact List* in the handbook) |
| 1. Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan? | List names and contact information for individuals responsible for implementation of the plan. |
| 1. Does the plan address how rescue operations will be performed? | District Towns rely on the fire department, who are trained, equipped, and certified to conduct rescues.  Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue. |
| 1. Does the plan address how medical assistance will be provided? | Since District Towns do not have a formal internal medical program, they must make arrangements with medical facilities close by to handle emergency cases and provide medical and first-aid services to their employees.  If a clinic or hospital is not close to the transfer station, ensure that onsite person(s) have adequate training in first aid. Treatment of a serious injury should begin within 3 to 4 minutes of the accident.  Consult with a physician to order appropriate first-aid supplies for emergencies. |
| 1. Does the plan identify how or where personal information on employees can be obtained in an emergency? | In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information. |
| **EVACUATION POLICY AND PROCEDURES** | |
| 1. Does the plan identify the conditions under which an evacuation would be necessary? | Select a responsible individual to lead and coordinate your emergency plan and evacuation. |
| 1. Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations? | It is critical that attendants know who the emergency coordinator is and understand that the coordinator has the authority to make decisions during emergencies.  The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations, if necessary. |
| 1. Does the plan address the types of actions expected of different employees for the various types of potential emergencies? | The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire. |
| 1. Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation? | You may want to include in your plan locations where utilities (such as electrical utilities) can be shut down for all or part of the facility.  All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves. |
| 1. Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees? | Create maps from floor diagrams with arrows that designate the exit route assignments, and include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, spill kits).  Exit routes should be clearly marked and well lit, unobstructed and unlikely to expose evacuating personnel to additional hazards. |
| 1. Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English? | Consider designating an employee to help move employees from danger to safe areas during an emergency and ensuring all people have exited. They should be available at all times during working hours.  Employees designated to assist in emergency evacuation procedures should be:   * Trained in the complete workplace layout and various alternative escape routes. * Made aware of employees with special needs (who may require extra assistance during an evacuation), and any hazardous areas to avoid during an evacuation. |
| 1. Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees (e.g., taking a head count)? | Accounting for all employees following an evacuation is critical.  The names and last known locations of anyone not accounted for should be passed on to the official in charge. |
| 1. Does the plan address how site visitors will be assisted in evacuation and accounted for? | Consider having the evacuation coordinator assist residents and vendors to evacuate safely. |
| **REPORTING EMERGENCIES AND ALERTING EMPLOYEES IN AN EMERGENCY** | |
| 1. Does the plan identify a preferred method for reporting fires and other emergencies? | Dialing 911 is a common method for reporting emergencies if external responders are utilized. |
| 1. Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action? | Make sure the voice notification alarm is recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. |
| **EMPLOYEE TRAINING AND DRILLS** | |
| 1. Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities and actions as outlined in the plan? | Training should be provided when you develop your initial plan and when new employees are hired.  Employees should be retrained when your plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions.  General training for your employees should address the following:   * Individual roles and responsibilities. * Threats, hazards, and protective actions. * Notification, warning, and communications procedures. Emergency response procedures. * Evacuation, shelter, and accountability procedures. * Location and use of common emergency equipment. Emergency shutdown procedures. * First Aid * Portable Fire Extinguisher |
| 1. Does the plan address how and when retraining will be conducted? | If training is not reinforced it will be forgotten. Consider retraining employees annually. |
| **EMPLOYEE TRAINING AND DRILLS** | |
| 1. Does the plan address if and how often drills will be conducted? | Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared.  Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill.  Identify the strengths and weaknesses of your plan and work to improve it.  The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards. |

**Evacuation Plans and Procedures E-Tool**

**Introduction and Notes from the FCSWMD**

1. This template is a supplement to the Emergency Action Plan. It covers the use of fire extinguishers, responsibilities for medical duties, and evacuation procedures. It does **not** cover other aspects of the EAP or Fire Prevention Plan. Please also check the *OSHA EAP Checklist* - *Develop and Implement an Emergency Action Plan* that we provided for other aspects of these plans.
2. We have added two DEP requirements to this form that differ from the OSHA requirements. The DEP requirements prevail and are provided in red text.
3. This is a converted document from a fillable on-line form from the OSHA website. The on-line document is designed to enable entities to complete their plans on-line and print. Since you cannot save the plan on-line and will have to redo the plan from the beginning when revisions are needed, we have provided this document in Word to enable you to revise the original as needed.
4. Options for completing the form:

This template provides options for you to select procedures that meet the requirement as well as an option **listed in bold** following the bulleted options to create your own procedures to meet the requirements.

If the bulleted optional procedures reflect your procedures, check the box and delete the irrelevant one(s). If none of the options reflect your procedures, delete them and write in your own.

There are also a few questions that require you to just describe a procedure or location.

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**Evacuation Plans and Procedures E-Tool**

1. **Town Name**:

Street Address: City:

State: Zip Code:

1. **Contact Name:**

Title:

Telephone/Cell: Email:

1. **Alerts**

* The sounding of an alarm
* Public Address system announcement
* Verbal announcement – this is acceptable.
* Other

**Enter description of the other alert(s) here:**

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation)

**Enter a description of the alarm for each emergency situation:**

1. **Policy**

* In the event of fire or other emergency, ALL employees shall evacuate immediately.
* The policy for this transfer station in the event of fire or other emergency is:

**Enter a more detailed policy statement:**

1. **Routes**

* In the event of an emergency, employees shall evacuate by means of the nearest available marked exit.
* In the event of an emergency, employees shall evacuate:

**Enter a statement describing means of evacuation and evacuation routes:**

1. **Extinguishers –** Note that although, OSHA allows the following options, DEP requires **all attendants** to be trained and authorized to initiate fighting a fire.

* Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. (DEP)
* Employees are not authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.
* In the event of a fire, the following individuals are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating:

**Enter a statement describing employees (by name or job) who are designated to use fire extinguishers:**

1. **Operations** (Towns may want to make this determination by type of incident. There are not many critical operations.)

* Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
* In the event of an emergency, the following employees are to remain in the workplace to shut down, or monitor critical operations before they evacuate:

1. **Enter a statement describing employees (by name or job) who are designated to remain:**
2. **Duties -** Although OSHA provides this option, they also require medical care to be available within 3 to 4 minutes for major medical emergencies. Also, DEP requires attendants to have first aid training.

* No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
* The following employees are to perform rescue or medical duties during an emergency:

**Enter a statement describing employees (by name or job) who are responsible for rescue and medical assistance:**

1. **Assembly**

After an emergency evacuation, employees are to gather in the following location(s):

1. **Accounting**

After an emergency evacuation, the procedure for accounting for all employees is:

1. **More... Enter additional evacuation plan and procedures:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Developing Evacuation Plans at OSHA On-Line:**

* <https://www.osha.gov/etools/evacuation-plans-procedures/eap> - provides an overview of the EAP requirements with links to additional details.
* <https://www.osha.gov/etools/evacuation-plans-procedures/expert-systems/create-eap/plan-html> - Provides the same blank HTML template that you can fill in, print, but not save.
* <https://www.osha.gov/etools/evacuation-plans-procedures/expert-systems/create-eap/plan> - provides the online version to complete and print,
* OSHA, 800-321-6742, [www.OSHA.gov](https://www.osha.gov/)

**Emergency Action Plan Training Requirements**

**FCSWMD OSHA Program for Transfer Stations**

| **Requirements** | **Solid Waste District** | **Towns Train Attendant on the Following:** |
| --- | --- | --- |
| **Threats, hazards, and protective actions.** | Covered types of incidents and general preparedness and response practices in handbook and training on:   * natural disasters and extreme weather * chemical related incidents * fires * injuries (e.g., lifting, electrical, falls) * health hazards * workplace violence | Cover specific procedures the attendant’s and other town personnel must follow during:   * natural disasters and extreme weather * chemical related incidents * fires * injuries (e.g., lifting, electrical, falls) * health hazards * workplace violence – go over the Town’s policy |
| **Individual roles and responsibilities (R&R).** | Covered in handbook and training:   * District R&R * General Town R&R * General Attendant R&R | Review supervisory and attendant R&R for each type of emergency. |
| **Notification, warning, and communications procedures.** | Provided in the handbook and reviewed in training:   * Links to Town’s notification systems. * An overview of the range of information provided by these systems and how they are transmitted. | Cover:   * How to sign up to the Town’s notification system. * What emergency notifications are provided. * What technology is used. * How the town will notify them about issues not covered by the system. * How the town will contact them if the technology used for notifications is not feasible at the transfer station. |
| **Evacuation, shelter, and accountability procedures.** | * Covered basic concepts and definitions in handbook and training. * Does not cover specific how-to. | Go over with attendants:   * when to evacuate, * how to evacuate, * to what location and assembly place, * what to do with residents, and * who to contact at the assembly location. |
| **Emergency response procedures.** | Covered response procedures in the handbook and training for:   * Spills/releases – for materials collected on-site * Fires * Injuries   + Does cover:   + heat and cold illness   + chemical exposures/burns   + electrical   + Does not cover:   + first aid | * Go over the completed *Emergency Contact Form* and specify when to call who for what purpose. * First Aid - DEP requires the TS to have first aid kits and attendants to have first aid training. This is particularly important since some transfer stations are located further than the 3-to-4-minute time frame required by OSHA to emergency medical services.   There are various levels of first aid training for the town to select from. Also, Towns can decide to provide attendants with in-person training or select from numerous on-line low-cost options that attendants can do at their convenience. |
| **Location and use of common emergency equipment.** | * Covered specific info on location and use of spill kit and fire extinguisher in handbook and training. * Covered when to fight a fire, when not to and when to stop trying to fight a fire. * Does not cover first aid. | The District recommends that Town arrange for their Fire Dept to provide input into their:   * Fire Prevention and Response Plan.   Also, to provide hands on training, if possible, on:   * when and how to fight a fire using the fire extinguisher (required by DEP), * when not to fight a fire, and * when to stop trying to fight a fire. |
| **Emergency shutdown procedures.** |  | Town to go over:   * when to shut down the TS, * how to shut down the TS depending on the circumstances (e.g., shut down operations or just leave). |