



**GRAND RAPIDS  
PUBLIC UTILITIES**  
*Service is Our Nature*

## **COMMISSION POLICY**

### **Emergency Action Plan**

Category: <b>Safety</b>	Subcategory:	Policy Number:
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### **1.0 – Introduction**

Ensuring the safety and well-being of all employees is a top priority. In compliance with OSHA Standard 29 CFR 1910.38, this Emergency Action Plan (EAP) establishes procedures to be followed in the event of an emergency, such as a fire or other critical incidents. The EAP is designed to provide clear guidance for reporting emergencies, evacuating the workplace, and accounting for personnel.

This plan applies to all employees and is available for review in the workplace. All employees are expected to familiarize themselves with this plan and participate in the required training to ensure a safe and efficient response during emergencies.

### **2.0 – Policy**

#### **1. Application**

This Emergency Action Plan is required by OSHA and applies to all workplace environments where an emergency action plan is mandated.

#### **2. Written and Oral Communication**

The EAP must be maintained in writing and accessible to all employees for review.

#### **3. Minimum Plan Requirements**

The EAP must include the following procedures:

- Reporting Emergencies – Clear instructions on how to report a fire, medical emergency, or other hazards.
- Emergency Evacuation – Defined exit routes, evacuation types, and designated assembly points.
- Employee Accountability – Procedures for ensuring all employees are accounted for after

evacuation.

- Rescue and Medical Duties – Instructions for employees responsible for rescue or medical response.
- Key Contacts – The names or job titles of employees who can provide further information or clarification regarding the EAP.

#### **4. Employee Alarm System**

A distinct alarm system must be in place to notify employees of emergencies, in compliance with OSHA standard 1910.165.

Alarm signals must be unique to each type of emergency.

#### **5. Employee Training**

Employees will be trained on evacuation procedures and emergency response.

Designated employees will receive additional training to assist in an orderly evacuation.

#### **6. Plan Review and Updates**

The EAP will be reviewed with employees:

- Upon initial implementation or when an employee is first assigned to a job.
- When an employee's responsibilities under the plan change.
- Whenever the plan is modified.

By implementing and maintaining this Emergency Action Plan, the organization ensures a structured and effective response to workplace emergencies, reducing risks and protecting employees' safety.

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GRPU Commissioner

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#### **POLICY HISTORY:**

Adopted:

Revised: