



# DEEP

Dealer Employee &  
Environment Program

GUIDING DEALERSHIPS ON THE ROAD TO  
SAFETY

## EMERGENCY ACTION

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#### APPENDIX A

[OSHA "Emergency Action Plan And Fire Prevention Plan" Standard \(29 CFR 1910.38\)](#)

[Employee Alarm Systems Standard \(29 CFR 1910.165\)](#)

[Portable Fire Extinguishers Standard \(29 CFR 1910.157\)](#)

### **RESPONSIBILITIES & PROCEDURES**

The DEEP Safety Supervisor will:

1. Implement, update, and maintain the written Emergency Action Program.
2. Ensure compliance with all aspects of the facility Emergency Action Program and the OSHA Standard.
3. Act as supervisor for all facility emergencies.
4. Post Emergency Procedure Notices and Emergency Evacuation Maps throughout the facility.
5. Conduct annual evacuation drill and bi-monthly alarm testing.
6. Ensure safe operation and proper control equipment (fire extinguishers) are present around major workplace fire hazards.
7. Select appropriate fire extinguishers.
8. Determine which employees will be authorized (if any) to use fire extinguishers and ensure their training and certification.
9. Provide information and training to employees.
10. Determine frequency of refresher training.
11. Conduct monthly inspections on fire extinguishers.
12. Audit facility periodically to determine employee proficiency in the Emergency Action Program.
13. Maintain recordkeeping.
14. Designate appropriate, certified First Aid Responders and ensure their training and certification.
15. Account for area employees following an evacuation.

Employees will:

1. Comply with all aspects of the Emergency Action Program.
2. Notify their supervisor of any emergency situation, activate alarm system and contact response organization(s), as necessary.
3. Use fire control equipment (extinguishers), if trained, as necessary.
4. Evacuate the facility immediately and report to the designated meeting location, when alarm is sounded.
5. Take other assigned actions, during evacuation, such as getting customers out.

### **Emergency Action Program**

The Emergency Action Program has been developed to provide a working procedural document for emergencies encountered at the facility.

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Upon request, employees, employee designated representatives, or the Assistant Secretary (OSHA) will be provided with a copy of the Emergency Action Program for review.

Emergency procedures will be initiated in cases of a fire, hazardous material spills and other emergency situations. Emergency procedures for the employee(s) who notices the emergency are as follows:

1. Notify the DEEP Safety Supervisor, if feasible.
2. Activate emergency pull box or other alarm system.
3. Contact response organization(s).
4. Perform control measures, if feasible and if designated or trained, (i.e. fire extinguisher).
5. Evacuate facility.
6. Gather in designated meeting place.

Emergency procedures for all other employees are:

1. Evacuate facility when signaled by alarm.
2. Gather in designated meeting place.

Elements of the Emergency Action Plan include:

1. Emergency Procedure Notices will be posted in all areas of the facility.
2. Designated meeting places will be established to account for all employees working in the facility. Each Department Supervisor will account for those employees working in their area.
3. Emergency maps, with designated emergency exits, evacuation routes, pull boxes (alarm), air horn location, fire extinguishers, HAZMAT locations, flammable material locations and the evacuation meeting location will be posted in all areas of the facility.
4. A primary and secondary emergency exit will be designated for each area. Emergency exits will be appropriately labeled and illuminated as necessary to facilitate employee identification.
5. Exits that are likely to be mistaken for an emergency exit will be posted with a "NOT AN EXIT" sign or identified as a specific use (i.e., storage room).
6. Way of exit egress signs (i.e. arrows) will be used on an as-needed basis.
7. All emergency services, outside of incipient fire fighting or first aid response, will be provided by outside organizations.
8. An emergency evacuation drill will be conducted at least annually for the entire facility. Drill dates will be documented.

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9. Evacuation routes will be maintained clear of all materials that may obstruct evacuation.

### **Fire Protection Plan**

Emergency procedures will be conducted in accordance with those procedures established in the Emergency Action Plan of this Program.

All major workplace fire hazards will be handled in a safe manner according to standard practices and manufacturer recommendations. Potential ignition sources, such as smoking and welding, around these hazards will be eliminated and control measures, such as fire extinguishers, will be readily available.

The DEEP Safety Supervisor will ensure safe operation and that proper control equipment is around these major workplace fire hazards.

Accumulation of flammable and combustible waste materials and residues will be effectively controlled.

### **Alarms and Fire Extinguishers**

Emergency alarm systems, employee notification procedures and portable fire extinguishers will be provided and maintained at the facility.

Available emergency alarm systems or procedures used to alert employees will be tested every two (2) months to assess their proper functioning and effectiveness. Emergency alarm systems may consist of PA systems, air horns, whistle, claxons and other audible and visual systems. Tests will involve physically sounding available alarms or simulating an emergency through verbal communication. Verbal communication is an acceptable alarm system only if there are ten (10) or fewer employees at this location. A different alarm will be sounded or a different notification procedure conducted for each bi-monthly test. Test dates will be recorded on the Monthly Inspection Checklist. All supervised alarm systems (i.e., manned control panel) will be tested at least annually for reliability and accuracy. Non-supervised systems (automatic fire detectors) will be tested bi-monthly.

Fire extinguishers will be selected for the appropriate fire hazard present and potential size and degree. Fire extinguishers will be classified as:

- Class A - Flammable materials such as wood, paper, rags and rubbish.
- Class B - Flammable liquids such as gas, oil, grease, paint and thinner.
- Class C - Energized electrical equipment. Combination  
- Class A, B, and/or C.

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Fire extinguishers will be located such that an authorized and trained employee will not have to travel greater than 50 feet to obtain the equipment.

Fire extinguishers will be maintained, fully charged and inspected on an annual basis and this will be noted on the extinguisher itself. Fire extinguishers will also be visually checked on a monthly basis and this will be noted on a tag affixed to the extinguisher. Hydrostatic testing of fire extinguishers will be conducted as necessary and also be noted on the extinguisher.

Fire extinguishers and emergency pull boxes will be positioned in an unobstructed location and appropriately marked to facilitate employee identification.

Employees may be properly trained to use fire control equipment (i.e. fire extinguisher) designated for employee use if the dealership chooses to. If so, the employees must be retrained annually and there must be a record of the training. Untrained employees will not be required to use fire control equipment in an emergency situation, but will be required to evacuate and meet at the designated meeting location to be accounted for.

### **Emergency First Aid**

In the event of a medical emergency requiring first aid treatment, the employer will provide either of the following:

1. The availability of emergency medical services that can arrive at the scene and provide assistance within four (4) minutes;
2. A trained individual in First Aid, CPR and Bloodborne Pathogens available during all shifts that can provide assistance until emergency services have arrived.

### **Employee Information and Training**

All employees will be provided with information and training regarding emergency procedures used in the workplace before beginning work using the DEEP Employee Initial Safety Training packet.

Training will be provided at the time of initial employment and on an as-needed basis as plans or responsibilities change.

Training will include:

1. Requirements of the OSHA Standards;
2. Facility emergency exit procedures;
3. Designation of responsibilities;

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4. Means of reporting and identifying facility emergencies;
5. Workplace fire hazards, safe working procedures and control methods; and
6. General principles of fire extinguisher use, hazards involved in incipient fire fighting and use of control equipment (extinguishers), if applicable.

New employees will be enrolled in the next scheduled formal training program.

## **RECORDKEEPING**

Current employee training records will be maintained for the facility. These records will be retained for the duration of employment plus thirty (30) years.

Documentation of fire extinguisher training, if any, shall be retained and kept current at the dealership, regardless of where the training occurred.

Current records of fire extinguisher inspections, evacuation drills and alarm testing will be maintained for the facility. Evacuation drill and alarm testing records will be retained for three (3) years. Fire extinguisher inspections will be retained for the life of the fire extinguisher.