

# Fire Prevention Plans and Emergency Action Plans

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February 3, 2026



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# Agenda

- A. Introduction
- B. A Little History
- C. Fire Prevention Plans
- D. Emergency Action Plans
- E. Questions



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# Objectives

In this presentation we will discuss the following:

- Purpose of a Fire Prevention Program (FPP)
- Purpose of an Emergency Action Plan (EAP)
- Legal Codes pertaining to each
- Employer responsibilities for development of an FPP
- Employer responsibilities for development of an EAP
- Required components for an FPP
- Required components for an EAP
- Additional resources



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# Triangle Shirt Waist Fire



- March 25, 1911
- Likely started by a discarded cigarette on the 8<sup>th</sup> floor of the Asch Building
- Fire fed by large amounts of cotton and paper waste
- Burned for approximately 18 minutes
- Workers trapped by locked doors and a collapsing fire escape
- 129 women and 17 men perished



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# FPP: Purpose

The purpose of a Fire Prevention Program is to:

- Eliminate the causes of fire at the workplace
- Prevent the loss of life and property due to fire
- Comply with safety and health regulations regarding fire prevention



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# The Scope of the Problem



Statistics from the U.S Fire Administration (a unit of FEMA) for non-residential fires in 2023:

- 110,000 Non-residential fires
- 1,200 injuries
- 130 fatalities
- \$3.2 billion in property losses



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# Polling Question #1

What is the purpose of a Fire Prevention Plan?

- a) Eliminate the causes of fire in the workplace.
- b) Prevent the loss of life and property due to fire.
- c) Comply with safety and health regulations.
- d) All of the above.



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# Applicable Regulations

- 1910.39 Fire Prevention Plans (or applicable state codes)
- 1910.38 Emergency Action Plans (or applicable state codes)
  - 1910.35 Exit Routes (per NFPA 101)
  - 1910.36 Exit Routes & Emergency Planning
  - 1910.37 Maintenance of Exit Routes

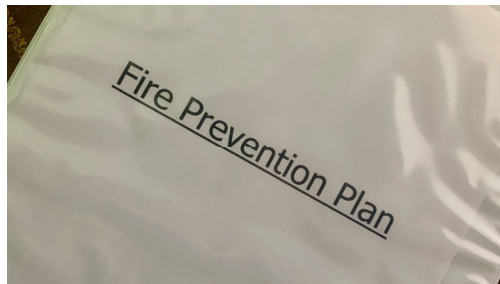


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# FPP: Employer Requirements

An employer must:

- Have a **written** fire prevention plan (if <10 employees)
- Keep a copy of the plan in the workplace
- Make the plan available to employees for review



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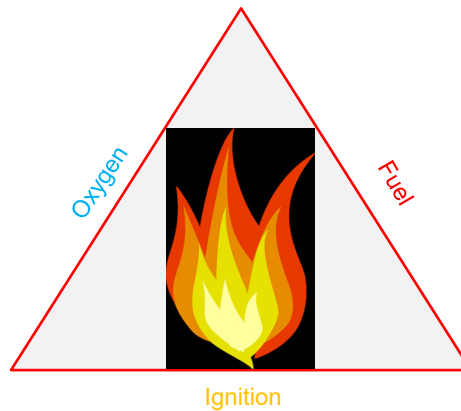
# FPP: Required Elements

- I. List of all major fire hazards in the workplace including:
  - Handling and storage procedures
  - Potential ignition sources and control(s)
  - Fire protection equipment to control each hazard
- II. Procedures to control accumulations of flammable and combustible waste materials
- III. Procedures for regular maintenance of safeguards installed on heat-producing equipment and ignition sources.
- IV. Names or job titles of person(s) responsible for:
  - Maintaining fire control systems/equipment;
  - Control and accumulation of flammable or combustible material(s)
- V. Employee training regarding potential fire hazards



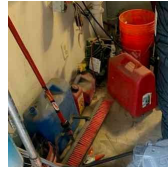
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# The Fire Triangle



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# I. Potential Fire Hazards



- Electrical Hazards
- Flammable & Combustible Materials
- Portable Heaters
- Cutting/Welding or Open Flame Operations
- Office Hazards
- Smoking



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## Polling Question #2

Which of the following statements is true?

- a) No one died in the Triangle Shirt Waist Factory Fire.
- b) Portable space heaters can be a potential fire hazard.
- c) Fire Prevention Plans must always be in writing.
- d) Earth, wind and fire are parts of the Fire Triangle.



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# Electrical Hazards

Electrical hazards are the leading cause of workplace fires. Written program must address potential sources and control measures such as:

- Replacing worn or frayed wiring
- Using only appropriately rated fuses
- Extension cords not used in place of permanent wiring
- Use only approved extension cords [Underwriters Laboratory (UL) or Factory Mutual (FM)].
- Periodically check wiring and electrical equipment in locations where fire risk is high to ensure it is in safe condition, properly grounded, or double-insulated.
- Ensure adequate spacing while performing maintenance



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# Portable Heaters

- An estimated 1,700 fires are caused by portable space heaters annually.
- If used in the workplace, they should be listed as a potential hazard in the FPP along with appropriate controls including:
  - All portable heaters shall be approved by a responsible person
  - Portable heaters shall have safety features such tip-over protection or sensors that automatically shut the unit off when it tips over or overheats
  - Maintain adequate clearance between the heater and combustible furnishings or other materials at all times
  - Portable heaters must not be left unattended when in use



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# Flammables & Combustibles

Flammables and combustibles are substances that can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited and so require special care and handling.

- The FPP should contain a listing of all flammables and combustibles at the workplace.
- List must include both Class A and Class B Combustibles and procedures for safe storage and handling
- List should be regularly evaluated and updated by a responsible person



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# Class A Combustibles

- Common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.



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## Polling Question #3

Which of the following is the leading cause of fires in the workplace?:

- a) Smoking
- b) Improperly stored gasoline
- c) Electrical hazards
- d) Arson



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## Class A: Safe Handling

- Dispose of waste daily or keep trash in metal-lined receptacles with tight-fitting covers.
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from potential ignition sources (hot plates, soldering irons, or other sources of heat or sparks).
- Store paper stock in metal cabinets.
- Store rags in metal bins with self-closing lids.
- Do not order excessive amounts of combustibles.
- Make frequent inspections to anticipate fires before they start.



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# Class B Combustibles

- Typically include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.



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# Class B: Safe Handling (1)

- Use only approved pumps and take suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- When dispensing Class B flammable liquids into containers ensure nozzle and container are electrically interconnected by contact, or bonding wire, and either tank or container are grounded.
- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources.



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## Class B: Safe Handling (2)

- Do not use flammable liquids as cleaning agents inside a building (unless in a closed machine approved for cleaning with flammable liquids).
- Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.



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## Polling Question #4

Why shouldn't Class A combustibles (paper, cardboard, rags, etc.) be stored in electrical rooms?

- a) Electrical components are a potential ignition source.
- b) It makes the safety department mad.
- c) Your supervisor will nag you about it.
- d) Class A combustibles are messy and can smell bad.



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## Cutting/Welding/Open Flame (1)

If work process involves cutting, welding or open flame, FPP should include:

- Hot work permit (1910.252 & 1926.352)
- Cutting/welding to be done by authorized personnel in designated areas whenever possible.
- Ensure adequate ventilation.
- Torches, regulators, pressure-reducing valves, manifolds, back flow valves and pressure-devices must be UL listed or FM approved.
- Affected personnel must wear appropriate eye protection and clothing
- No cutting or welding in sprinklered areas while sprinklers are out of service.



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## Cutting/Welding/Open Flame (2)

Additional considerations for welding or open flame:

- Cutting/welding prohibited in confined spaces if explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations.
- Cutting/welding prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
- Test confined spaces to ensure atmosphere does not exceed 10% of the lower flammable limit before work begins.
- Clean, purge and test small tanks, piping, or containers that cannot be entered before cutting or welding on them.
- Fire watch has been established.



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# Office Hazards

Fire risks exist in office settings and fires in offices have become more common because of increased use of electrical equipment (computers, fax machines, etc.) Potential office fire hazards and controls should be incorporated into the FPP including:

- Avoiding overloading circuits with office equipment.
- Turning off nonessential electrical equipment at the end of the workday.
- Keeping storage areas clear of trash and combustibles.
- Avoiding placement of extension cords under carpets.
- Ensuring trash and paper set aside for recycling is not allowed to accumulate.



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# Smoking

Smoking at the workplace can be a potential fire hazard and should be addressed in the FPP:

- Allow smoking only outside and in designated smoking areas away from flammables and/or combustibles
- Smokers must put cigarettes out completely and dispose of butts in designated receptacles
- Ensure that e-cigarettes are stored in an appropriate case and away from extreme heat or metal objects
- Do not charge e-cigarettes with a phone or tablet charger or leave them on a charger overnight
- Replace batteries if they become wet or damaged



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# Training

All employees should receive Fire Prevention training at the time of hire and annually thereafter or whenever changes in the work processes require additional training.

Training should include:

- A review of the appropriate codes (29 CFR 1910.38)
- A review of the FPP
- Good housekeeping practices for fire prevention
- Fire response and notification (911)
- Fire extinguisher usage (if required)
- Fire hazard recognition



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## Polling Question #5

Which of the following statements about Fire Prevention training is true?

- a) It is only required at the time of hire.
- b) Both A & D
- c) It must include a review of the written plan.
- d) It isn't required because it is just common sense.



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# Housekeeping Practices (1)

Employee training on housekeeping practices should include the following:

- Minimize combustible materials storage.
- Keep doors, hallways, stairs, and exit routes clear.
- Properly disposal of combustible waste in designated containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Store incompatible substances away from each other.
- Limit “hot work” to controlled and well-ventilated areas.



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# Housekeeping Practices (2)

- Inspect equipment and appliances to ensure they are in good working order and free of excess oil and grease
- Use only properly safeguarded portable heating units.
- Report all gas leaks immediately.
- Repair leaks and clean up flammable liquid spills immediately.
- Keep work areas free of scrap, dust, lint, sawdust, etc.
- Do not use extension cords as permanent wiring and avoid overloading circuits with multiple pieces of equipment.
- Ensure that required hot work permits are obtained.
- Turn off electrical equipment when not in use.



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# Emergency Action Plans



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## What is an Emergency Action Plan?

- An Emergency Action Plan (EAP) is a structured, written document that outlines the specific steps an organization or workplace will take to respond effectively during emergencies.
- Its primary goal is to protect lives, safeguard property, and ensure a swift, organized response to minimize harm and disruption.
- An emergency action plan must be in writing, kept in the workplace, and available to employees for review.
- Employers with 10 or fewer employees may communicate the plan orally to employees.



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# Potential Emergencies



- Fire
- Natural Disasters
  - Tornado
  - Flood
  - Earthquake
  - Hurricane
- Medical
- Active Shooter
- Power Failure
- Civil Unrest



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# EAP: Required Elements

An Emergency Action Plan must include at a minimum:

- Reporting procedures for fires or other emergencies;
- Emergency evacuation procedures;
- Procedures for employees who will be required to maintain or shut down critical plant operations before they evacuate;
- A method to account for all employees after evacuation;
- Procedures to be followed by employees performing rescue or medical duties;
- The names or job titles of those employees who can provide additional information about the plan and required duties.
- A description and explanation of the employee alarm system.
- A description of the employee training program.



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## Polling Question #6

Which of the following statements best describes the difference between FPPs and EAPs?

- a) They are the same just have different names
- b) They are required by different regulatory agencies.
- c) FPPs prevent fires; EAPs are for emergency response.
- d) Only hospitals are required to have an EAP.



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## Reporting Procedures

How will emergencies be reported?

- 911
  - Internal numbers
- Employee notification
  - Audible alarm
  - Intercom system
  - Public address system
- “Downstream” notifications
  - Regulatory agencies
- Posted instructions



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# Evacuation Procedures



- Evacuation Conditions
  - Shelter-in-Place
- Chain of Command
- Routes & Exits
  - High Rise Buildings
- Visitors & Disabled Employees
- Evacuation Maps
- Designated “Sweepers”



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# A Word About Shelter-in-Place

When is it appropriate to shelter-in-place?

- Active threats
- Chemical releases
- Severe weather
- Radiological or Nuclear Events

The Emergency Action Plan should have procedures for determining which method is appropriate in a given situation and notifying all employees which method is to be used.



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# Critical Operations Personnel

- Are there critical process or operations that must be maintained or shut down sequentially in an emergency?
- Have certain employees been designated to stay behind to handle critical operations?
- Have the designated employees been trained?
  - How to perform emergency shut down procedures?
  - When to abandon the operation or task and evacuate?
- Written plan must describe in detail the procedures to be followed by these employees.



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# Employee Accounting

- Establish designated assembly areas
  - Outside (Upwind recommended)
  - Inside (Sufficient space)
- Designate someone to perform a headcount
  - List anyone unaccounted for
  - Provide list to responding authorities
- Establish a procedure to account for non-employees (visitors, customers, contractors, etc.)
- Establish procedures for further evacuation if incident expands



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## Polling Question #7

In which of the following would shelter-in-place not be the best response to an emergency?

- a) Active threat
- b) Fire
- c) Chemical release
- d) Severe weather



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## Fire, Rescue & Medical Services

Emergency planning should include local emergency response assets.

- Have the local Fire Department conduct a walk-through of your facility to become familiar with the layout and potential hazards
- Establish a relationship with the local ambulance service
- Arrange for a nearby clinic to handle medical emergencies
- Train onsite personnel in CPR and First Aid



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# Contact Persons

The EAP must include a list of persons who can answer employee questions regarding the plan and explain any specific duties for which the employee will be responsible.

Contact Information must include:

- Name
- Title
- Department
- Phone Number

## Contact List

Jenny  
Safety Director  
HSE  
867-5309

Tommy Tutone  
Plan Coordinator  
HR  
867-5309



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# EAP Review

Employer must review the emergency action plan with each employee covered by the plan:

- When the plan is developed or the employee is assigned initially to a job;
- When the employee's responsibilities under the plan change;
- When the plan is changed.



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## Polling Question #8

The employee accounting procedure in an EAP should include all the following steps except:

- a) Choosing an assembly area upwind of the facility.
- b) Having someone perform a headcount.
- c) A procedure to account for visitors and customers.
- d) Going back into the facility to find missing persons.



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## Summary

- Fires are a significant problem in the workplace resulting in numerous lost lives and injuries and costing multiple millions in property damage
- Fed OSHA and various state programs have created specific regulations to help employers control the risk
- A Fire Prevention Plan is designed to prevent fires in the workplace
- The Emergency Action Plan details the procedures to be followed in the event of an emergency, including fires
- By having both plans, keeping them up-to-date and training their employees, businesses can significantly limit the risk of fires in the workplace.



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## Helpful Links

[Fire Safety - Overview | Occupational Safety and Health Administration](#)

[1910.39 - Fire prevention plans. | Occupational Safety and Health Administration](#)

<https://www.osha.gov/sites/default/files/publications/OSHA3527.pdf>

[1910.38 - Emergency action plans. | Occupational Safety and Health Administration](#)

[eTool : Evacuation Plans and Procedures - Emergency Action Plan | Occupational Safety and Health Administration](#)



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## Discussion and Questions

Thank You!  
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