

This information is provided free of charge by the Department of Industrial Relations from its web site at [www.dir.ca.gov](http://www.dir.ca.gov). These regulations are for the convenience of the user and no representation or warranty is made that the information is current or accurate. See full disclaimer at [https://www.dir.ca.gov/od\\_pub/disclaimer.html](https://www.dir.ca.gov/od_pub/disclaimer.html).

Subchapter 7. General Industry Safety Orders  
Group 1. General Physical Conditions and Structures Orders  
Article 2. Standard Specifications

[Return to index](#)

[New query](#)

---

## §3220. Emergency Action Plan.

---

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Procedures to be followed by employees performing rescue or medical duties;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

- (1) The employer shall establish an employee alarm system which complies with Article 165.
- (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

- (1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (2) The employer shall advise each employee of his/her responsibility under the plan at the following times:
  - (A) Initially when the plan is developed,
  - (B) Whenever the employee's responsibilities or designated actions under the plan change, and
  - (C) Whenever the plan is changed.
- (3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

Note: Authority and reference cited: Section 142.3, Labor Code.

### **HISTORY**

1. New section filed 9-8-81; effective thirtieth day thereafter (Register 81, No. 37).
2. Amendment of subsections (b)(1) and (b)(4) filed 6-5-2017; operative 6-5-2017. Submitted to OAL for printing only pursuant to Labor Code section 142.3(a)(3) (Register 2017, No. 23).

 [Go Back to Article 2 Table of Contents](#)

## Evacuation Plans and Procedures eTool

### Employee Alarm Systems » Alarm Systems Checklist

<b>GENERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
1. Does your plan include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies?	<input type="radio"/>	<input type="radio"/>
2. Have you established an employee alarm system that complies with [29 CFR 1910.165]? [29 CFR 1910.38(d)]	<input type="radio"/>	<input type="radio"/>
3. If the employee alarm system is used for alerting fire brigade members, or for other purposes, is a distinctive signal used for each purpose? [29 CFR 1910.38(d)]	<input type="radio"/>	<input type="radio"/>
4. Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both? [29 CFR 1910.165(b)(1)]	<input type="radio"/>	<input type="radio"/>
5. Can alarms be heard, seen, or otherwise perceived by everyone in the workplace? [29 CFR 1910.165(b)(2)]	<input type="radio"/>	<input type="radio"/>
6. Do you provide an auxiliary power supply if electricity is shut off? [29 CFR 1910.165(b)(2)]	<input type="radio"/>	<input type="radio"/>
7. Do you ensure that alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan? [29 CFR 1910.165(b)(3)]	<input type="radio"/>	<input type="radio"/>
8. Have you made available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others? [29 CFR 1910.165(b)(4)]	<input type="radio"/>	<input type="radio"/>
9. Have you established procedures for sounding emergency alarms in the workplace? [29 CFR 1910.165(b)(5)]	<input type="radio"/>	<input type="radio"/>
<b>INSTALLATION AND RESTORATION</b>	<b>YES</b>	<b>NO</b>

**INSTALLATION AND RESTORATION****YES NO**

1. Are only approved devices, components, combinations of devices, or systems used? Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of this section are considered to meet this requirement for approval. [29 CFR 1910.165(c)(1)]

 

2. Are all employee alarm systems restored to normal operating condition as soon as possible after each test or alarm? Spare alarm devices and components must be readily available. [29 CFR 1910.165(c)(2)]

 **MAINTENANCE AND TESTING****YES NO**

1. Are all employee alarm systems in proper working condition, except when undergoing repairs or maintenance? [29 CFR 1910.165(d)(1)]

 

2. Is the reliability and adequacy of non-supervised employee alarm systems tested every two months? Use a different actuation device in each test of a multi-actuation device system. [29 CFR 1910.165(d)(2)]

 

3. Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition? Provide back-up alarms when systems are out of service. [29 CFR 1910.165(d)(3)]

 

4. Is employee alarm circuitry installed after January 1, 1981 supervised and does it provide positive notification to assigned personnel whenever a deficiency exists in the system? [29 CFR 1910.165(d)(4)]

 

5. Are the servicing, maintenance and testing of employee alarms done by properly trained persons? [29 CFR 1910.165(d)(5)]

 **MANUAL OPERATION****YES NO**

1. Are manually activated alarms unobstructed, conspicuous and readily accessible? [29 CFR 1910.165(e)]

 

# UNITED STATES DEPARTMENT OF LABOR

Occupational Safety & Health Administration  
200 Constitution Ave NW  
Washington, DC 20210  
☎ 800-321-6742 (OSHA)