

University of Tennessee Health Science Center Emergency Evacuation Plan

Implementation Guidelines

The University of Tennessee Health Science Center's (UTHSC) Emergency Evacuation Plan (EEP) has been designed to assist building managers in the creation of a system for protection of life and property in the event of a fire, explosion, spill or other emergency requiring building evacuation. This plan is designed as a template for customization by UTHSC's buildings, and is required by Federal law. **Note that the bracketed bold parts of the plan need to be customized.**

Getting Started Guidelines:

- **Designate an Emergency Coordinator and Alternate Emergency Coordinator** for the building.
- **Designate Safety Monitors and Alternate Safety Monitors** for specific work areas in the building.
- **Obtain and post floor plans with evacuation routes** and other information as specified in the plan. Insert this information into the appropriate appendices of the plan. and include as an Appendix of the plan. Ensure that copies of the Area Evacuation Plan are posted in work areas such as laboratories.
- **Establish Designated Meeting Sites** at a safe location outside your building.
- **Review your operations to determine which critical operating systems may require continuing attention or shutdown during an evacuation or other emergency condition.** Develop a procedure to ensure that requisite actions are taken during an emergency. Ensure that you have designated personnel to address these issues, provided them with the procedure, and trained them in its use.
- **Train the Evacuation Coordinator and all Safety Monitors** on their responsibilities to implement the plan and to assist in the safe and orderly emergency evacuation of building occupants.
- Ensure that you have a procedure in place for communication and evacuation/safe refuge of disabled persons.
- **Customize the text and appendices of the plan to your building.** Designate a responsibility for plan custody, storage and annual review and update.
- Develop employee responsibilities lists as designated in the plan appendices. Ensure that affected personnel are familiar with individual and group responsibilities.
- Develop a training program outline for distribution and review by employees.
- **Conduct training in plan requirements with all building occupants.** Ensure that occupants are aware of evacuation procedures in the event of an emergency. Keep a copy of evacuation plan training records, using the training form in the plan appendix.

- **Conduct periodic evacuation drills and critique the drills.** Enlist the support of UTHSC Safety Affairs for assistance.
- Contact Ray McGahee at 8-5619 or via e-mail at rmcgahee@uthsc.edu if you have any questions concerning the plan or if you need a review of the plan upon completion to verify regulatory compliance.

UTHSC Emergency Evacuation Plan

Department Name: College of Dentistry

Building Name: Winfield Dunn Dental

Building Address: 875 Union Avenue

Emergency Coordinator: Ramona Ivy

Emergency Coordinator Phone Number: 901.448.2712

Designated Meeting Site(s) for Building are: C-lot, Patient Parking, N-lot, Physical Plant for inclement weather.

Plan Prepared By: Diane Weber and Ramona Ivy

Date: 05/20/2010

EMERGENCY NUMBERS

(Please keep posted)

Campus Police: 8-4444

Safety Affairs: 8-6114

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Employee Emergency Plans and Fire Prevention Plans

Section I: Purpose and Objectives

Potential emergencies at the **Dunn Dental building at 875 Union Avenue, Memphis, TN 38163**, such as fire, explosion, spill, chemical releases and all other emergencies that may require employees to evacuate the building. An Emergency Evacuation Plan (EEP) and adequate occupant familiarity with a building minimize threats to life and property. In addition, the Occupational Safety and Health Administration (OSHA) Emergency Action Plan standard, found at 29 CFR 1910.38(a), requires that **Dunn building** have a written Emergency Evacuation Plan (EEP). This plan applies to all emergencies where employees may need to evacuate for personal safety.

This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Emergency Coordinator for the building.

Under this plan, employees will be informed of:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- Emergency escape procedures and route assignments,
- Procedures to be followed by employees who remain to control critical plant operations before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed,
- Rescue and medical duties for those employees who perform them,
- The alarm system.

Ramona Ivy, Building Manager is the Emergency Coordinator for this building and has overall responsibility for the preparation and implementation of this plan.

Beckey Hawes, Patient Representative is the Alternate Emergency Coordinator.

The Emergency Coordinator will review and update the plan as necessary. Copies of this plan will be maintained in the **Office of Clinical Affairs, Room C-209**. Each Department Chair will also have a copy.

Section II: General Guidelines

The following guidelines apply to this EEP:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. The training may include use of floor plans and workplace maps which clearly show the emergency escape routes included in the EEP. Color-coding aids employees in determining their route assignments. Floor plans and maps should be posted at all times in selected areas (i.e., stairwells, lobbies, elevator lobbies, exit corridors) of the Dunn Building to provide guidance in an emergency evacuation.
3. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.

THE LOCATION OF PRIMARY (NEAREST) AND SECONDARY (OTHER) FIRE EXITS:

1 st Floor	- Through stairs to outside door at three corners of the building and through stairs into tunnel at northwest corner. - Outside door at east end of south-central corridor.
2 nd Floor	- Main entrance doors located in west-central lobby. - Stairs at the corners of the building.
3 rd Floor	- Stairs at the corners of the building.
4 th Floor	- Stairs at the corners of the building.
5 th Floor	- Stairs at the corners of the building.

Note: Stairs discharge at 1st floor, except northwest stairs discharge through marked door at 2nd floor (ground level); or door at 1st floor into tunnel leading to Link Building and GEB.

4. No employee is permitted to re-enter the building until advised by the Fire Department or police.

This EEP will be coordinated with efforts in connected buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather. The UTHSC Safety Affairs Department is available for consultation to assist with the implementation of joint EEPs.

Section III: Responsibilities of Emergency Coordinator and Safety Monitors

The Emergency Coordinator is responsible for:

1. Obtaining and posting floor plans and route evacuation maps.
2. Overseeing the development, communication, implementation and maintenance of the overall EEP.
3. Ensuring the training of building occupants, Safety Monitors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.
4. Maintaining up to date list of critical operations personnel, and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
5. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors.
6. Establishing Designated Meeting Sites for evacuees.

The Safety Monitors are responsible for:

1. Familiarizing personnel with emergency procedures.
 2. Acting as liaison between management and their work area.
 3. Ensuring that occupants have vacated the premise in the event of an evacuation, and for checking assigned areas.
 4. Knowing where their Designated Meeting Site is and for communicating this information to occupants.
 5. Ensuring that disabled persons and visitors are assisted in evacuating the building.
 6. Evaluating and reporting problems to the Emergency Coordinator after an emergency event.
 7. Posting the "Area Evacuation Plan" (Appendix III) in their work areas, communicating plan to occupants, and updating the plan annually.
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Section IV: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

In case of a fire, employees should actuate the nearest fire alarm box and/or make a telephone call to the Emergency Coordinator (8-2712) or the Office of Clinical Affairs (8-6221) or UTHSC Campus Police dispatcher.

The fire alarm boxes are located:

- **All Floors - By all stairwell entrance/exit doors.**
 - **In the elevator lobby.**
 - **Near mechanical room north doors/service elevator.**
-
1. **WHEN AN ALARM STATION IS PULLED, IT WILL SOUND THROUGHOUT THE BUILDING.** The **audible and visual** alarm alerts building occupants of the need for evacuation and sends a signal to the University Operations Center and the Fire Department that there is an alarm condition in the building.
 2. It may be necessary to activate additional fire alarm boxes, or shout the alarm, if people are still in the building and the alarm has stopped sounding or if the alarm does not sound. This can be done while exiting.
 3. Persons discovering a **fire, smoky condition, or explosion** should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to first responders from UTHSC Campus Police or Memphis Fire Department. All emergency telephone numbers are listed at the beginning of this EEP.
 4. To report all other emergencies, employees should call the Emergency Coordinator (8-2712) or the Office of Clinical Affairs (8-6221) or UTHSC Campus Police (8-4444). State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the Emergency Coordinator or the dispatcher to hang up first. On occasion Emergency Coordinator or the dispatcher may need additional information or may provide you with additional instructions.
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Section V: Evacuation Procedures for Building Occupants

1. When the fire alarm or other signal sounds or is seen, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., computers, compressed gas cylinders), close doors and exit the building using stairwells.
2. All occupants should proceed to their Designated Meeting Site and await further instructions from the Fire Department, UT Police or their Safety Monitor.
3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building by the elevators.
4. **Building occupants must NOT use elevators as an escape route in the event of a fire.**

Notes and Precautions: Except with the permission of Fire Department personnel or UT Police.

- Small fires may be extinguished **only if you are trained to use a fire extinguisher**. However, an immediate readiness to evacuate is essential.
- **All fires, even those that have been extinguished, must be reported to the Emergency Coordinator (8-2712 or 8-6221) Campus Police (8-4444) and the UTHSC Life Safety Coordinator (8-5619) immediately.**
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

Fire:

- **R - Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room containing the fire.
- **A - Alarm:** Sound the alarm by pulling a fire box and call 8-4444, from a safe distance, to notify campus police dispatcher of precise location of fire.
- **C - Confine:** Close all doors, windows and other openings.
- **E - Evacuate:** Evacuate the building.

Section VI: Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell, or within the stairwell itself.

Section VII: Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I of this EEP. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

The Critical Operations Shutdown procedure to be followed by those employees who have been assigned to care for essential building operations include:

Operation

Responsibility

1. Turn off Oxygen and Nitrogen Main Switch

Ron Johnson, Mike Rivers, Jimmy Mason, Rick Taylor, Brian Bowling

Other critical areas are listed in Appendix I.

Persons involved in the Critical Operations Shutdown listed above shall be notified by management of this responsibility in advance, identified in the EEP, and will be appropriately trained for the particular situation. Personnel assigned to critical operations responsibilities are listed in Appendix I.

Section VIII: Accountability Procedures for Emergency Evacuation

Safety Monitors are designated by the Emergency Coordinator. There is at least one Safety Monitor per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.

The employees selected as Safety Monitors are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance, and of hazardous areas to be avoided during emergencies. Before leaving, the Safety Monitors are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel. A list of Safety Monitors and Alternate Safety Monitors for **Winfield Dunn Dental Building** appears in Appendix I.

Once each evacuated group of employees have reached their Designated Meeting Site, each Safety Monitor:

1. Assembles his/her group in the Designated Meeting Site.
2. Assumes role of department contact to answer questions.
3. Instructs personnel to remain in area until further notice.
4. Reports status to Emergency Coordinator or Incident Commander.
5. Instructs personnel to remain at Designated Meeting Site until further notice.

Section IX: Rescue and Medical Duties

- The Memphis Fire Department /Emergency Medical Technicians (EMT) or UTHSC Campus Police will conduct all rescue and medical duties.
- Do not move injured personnel. Keep the person lying down, covered and warm.
- **First Aid:** Medical personnel are available at UTHSC University Health Services, phone number 8-5630. Minor medical treatment may also be administered by UTHSC employees with Red Cross certification in first aid/CPR.

Section X: Resource and Responsibilities Lists

EEP Organization: The lists in Appendix I include the names of employees, managers, staff or other personnel and their job titles, job positions and relative EEP collateral duties. The purposes served by the lists are:

1. To tell employees who to see for additional information on the EEP.
2. To provide emergency response personnel with a list of department personnel which may be needed in order to provide additional information about the fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.
3. The lists should be updated by the Emergency Coordinator on an as-needed basis.

Section XI: Training and Communications

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the EEPs content is also required by OSHA 29 CFR 1910.38(a).

A method of training building occupants in the requirements of the emergency evacuation plan is to give all employees a thorough briefing and demonstration. The department will have all managers and supervisors present this plan to their staffs in staff meetings. Annual practice drills are to be implemented and documented by the Emergency Coordinator. The UTHSC Safety Affairs Department can assist with training, drills and demonstrations.

A Training Attendance Record Sheet is included in Appendix I. This record should be maintained by the Emergency Coordinator for a period of five (5) years.

Appendix I: UTHSC Emergency Evacuation Plan Responsibility Assignments

Building Name: **Dunn Dental Building**

Address: **875 Union Ave, Memphis, TN 38163**

Floor	Name	Location	Rm #	Telephone
A floor	Lisa Zeigler	Dean's office	S107	86202
A floor	Ruth Swift	Accademic Affairs	S103	86203
A floor	Brian Bowling	Business Office	C102E	86485
G floor	Sherrill Stanton	BIDX	N229	86228
G floor	Stan Covington	BIDX	N231	88609
G floor	Glenda Rhea	Pediatrics	S217	86206
3 rd floor	Nichole Jones	Pathology	C309	85876
3 rd floor	Amy Carver	Ortho	S310	86213
3 rd floor	Carolyn Ivy	Oral Surgery	N302	86233
4 th floor	Robin Ferrell	Endo	C401	86271
4 th floor	Tanya Brown	Scheduler	W400	86986
5 th floor	Nancy Wilson	Operative	C502	86930
5 th floor	Betty Eason	DAU	N516	86608
5 th floor	Leah Spearman	Grad Pros	S509	87180

Additional Personnel: Mike Rivers, Ron Johnson, Becky Hawes, Diane Weber, Ramona Ivy.

**PERSONNEL ASSIGNED TO CRITICAL OPERATIONS
RESPONSIBILITIES**

Critical Operation	Required Shutdown	Name	Job Position
Nitrous and Oxygen	Shut down Main Switch	Ron Johnson	Dental Maintenance
		Mike Rivers	Dental Maintenance
		Rick Taylor	Shipping and Receiving
		Jimmy Mason	Shipping and Receiving
		Brian Bowling	Business Manager

Oxygen and Nitrous Shut-off Instructions

In the event of an emergency, the oxygen and nitrous tanks need to be shut off. The employee responsible for this should go to room outside of the loading dock bay. This door is always locked so you will need your key. Check the surface of the door to make sure it is not hot. If determined the room is safe, unlock the door and look immediately to your left. Two large liquid oxygen tanks are stored in this area. As shown in photo A, the silver knob handle will show which tank is on at this time



PHOTO A

- . After it is determined which tank is being used, turn the green knob (photo B) off.



PHOTO B

Next on the wall to the right of the liquid oxygen are the backup oxygen tanks. These need to be turned off as well. This is accomplished by turn the silver knob off (photo C).



PHOTO C

Looking toward the door, find the red handle to the left of the door on the wall. This is the master switch to turn off the nitrous. Move the red handle (photo D) to the left and in an upright position.



PHOTO D

UTILITIES EMERGENCY MAINTENANCE.

PERSONNEL TO CONTACT IN THE EVENT OF AN EMERGENCY

BUILDING: Dunn Dental

Utility	Name/Job Title	Location	Telephone
Electricity	Ken Broughton	2 nd floor Physical Plant	448-5661
Water	Bud Fletcher	2 nd floor Physical Plant	448-5661
Gas	Bud Fletcher	2 nd floor Physical Plant	448-5661
Steam	Herb Kesick	Control room GEB	448-6398
Oil	N/A		
Heat	Joe Bragg	2 nd Floor Physical Plant	448-5661
Plumber	Bud Fletcher	2 nd floor Physical Plant	448-5661
Sprinkler Mech/Sprinkler Shutdown (procedure)	Ray McGahee Life Safety Coordinator	125 Physical Plant Bldg.	448-5619
Heat & Vent Mechanic	Joe Bragg	2 nd floor Physical Plant	448-5661
AC and Refrigeration	Joe Bragg	2 nd floor Physical Plant	448-5661
Custodian	Whit Sutton	2 nd floor Physical Plant	448-5661
Fire Suppression or Alarm Devices Shutdown (procedure)	Ray McGahee Life Safety Coordinator	125 Physical Plant Bldg.	448-5619
Other			
For further information contact	Bruce Stiles Facilities Director	1 st Floor Physical Plant Bldg.	448-5106

UTHSC EEP TRAINING ATTENDANCE RECORD

Training Program: _____

Instructor(s): _____

Date: ____/____/____ Location: _____

	Name (Printed)	Signature	Dept.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Appendix II



The fire alarm boxes are located:

- **All Floors - By all stairwell entrance/exit doors.**
- **In the elevator lobby.**
- **Near mechanical room north doors/service elevator.**

See next page for Dunn Dental floor plan with emergency routes.

Appendix III

Area Evacuation Plan

All employees, students and patients should exit the building at the nearest and safest stairwell. Employees and students should help escort the patients from the building. Everyone should meet either at the C parking lot or the N parking lot. For inclement weather patients should be escorted to the Physical Plant building.

Emergency Coordinator for the building: Ramona Ivy, Secondary: Becky Hawes

Check list of Responsibilities for the Safety Monitor:

1. Ensure that **R.A.C.E.** is followed if smoke or flame are discovered in your work area:
 - rescue,
 - alarm,
 - close all doors,
 - evacuate.
 - call campus police at 8-4444
2. Assist impaired individuals to designated rescue location.
3. "Sweep" every room in your area to make sure that everyone has evacuated.
4. Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.
5. Account for all staff and visitors at the Designated Meeting Site.
6. Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.
7. Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs

- Be aware of impaired staff and visitors who may need to be alerted or assisted.

Laboratories & Maintenance Areas

- Prepare to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.

Appendix IV

OSHA REGULATIONS

OSHA 29 CFR 1910.38 - Employee emergency plans and fire prevention plans

(a) Emergency action plan -- (1) Scope and application.

This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(a)(2) Elements. The following elements, at a minimum, shall be included in the plan:

- (a)(2)(i) Emergency escape procedures and emergency escape route assignments;
- (a)(2)(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (a)(2)(iii) Procedures to account for all employees after emergency evacuation has been completed;
- (a)(2)(iv) Rescue and medical duties for those employees who are to perform them;
- (a)(2)(v) The preferred means of reporting fires and other emergencies; and
- (a)(2)(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(a)(3) Alarm system.

- (a)(3)(i) The employer shall establish an employee alarm system which complies with 1910.165.
- (a)(3)(ii) 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.

(a)(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(a)(5) Training.

- (a)(5)(i) 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.
- (a)(5)(ii) The employer shall review the plan with each employee covered by the plan at the following times:
 - (a)(5)(ii)(A) Initially when the plan is developed,

- (a)(5)(ii)(B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (a)(5)(ii)(C) Whenever the plan is changed.
- (a)(5)(iii) 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.

(b) Fire prevention plan -- (1) Scope and application.

This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan shall be in writing, except as provided in the last sentence of paragraph (b)(4)(ii) of this section.

(b)(2) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

- (b)(2)(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- (b)(2)(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
- (b)(2)(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.

(b)(3) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(b)(4) Training.

- (b)(4)(i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.
- (b)(4)(ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in 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.

(b)(5) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.

Final: May 18, 2010.