DRAFT RECLAMATION SAFETY AND HEALTH STANDARDS
RELEASE

Comments on this draft release must be submitted to ssummerhays@usbr.gov by December 15, 2019.

Background and Purpose of the Following Draft Reclamation Safety and Health Standards (RSHS)

The RSHS are being updated by the Bureau of Reclamation Safety and Occupational Health Office to reflect new guidance from Reclamation, the Department of the Interior, and the Occupational Safety and Health Administration. This public release is intended to provide the public an opportunity to comment on each updated section in draft form. This process will enhance transparency and eliminate potential confusion about Reclamation’s safety standards.

The RSHS are incorporated into the Reclamation Manual Directive and Standard, Occupational Safety and Health Directive – General (SAF 01-01). The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory for Reclamation employees.

See the following pages for the draft RSHS.
Section 6

Emergency Plans

6.1 Scope
This section establishes the requirements for emergency plans at all facilities owned, controlled, or occupied by the Bureau of Reclamation (Reclamation).

6.2 General Requirements

6.3 Responsibilities

6.3.1 Area Office Managers
Appoint an Occupant Emergency Plan (OEP) Coordinator.

6.3.2 OEP Coordinators
6.3.2.1 Shall develop a written OEP for the buildings where their employees work.

6.3.2.2 Shall ensure training is conducted per the requirements in paragraph 6.4.

6.3.2.3 Shall coordinate OEP drills at least once a year.

6.3.3 First-Line Supervisors
6.3.3.1 Shall ensure their direct reports are current on OEP training per the requirements in paragraph 6.4.

6.3.3.2 Shall ensure OEP training for their direct reports is documented per the requirements in paragraph 6.4.

6.3.3.3 Shall account for their direct reports whenever the OEP is in effect.

6.3.4 Evacuation Teams
6.3.4.1 Shall be trained according to the plan and requirements in the OEP.

6.3.4.2 Shall assist in executing the OEP when it is in effect.
6.3.5 Employees

6.3.5.1 Shall participate in and complete OEP training per the requirements in paragraph 6.4.

6.3.5.2 Shall participate in OEP drills.

6.3.5.3 Shall follow the OEP when it is activated.

6.3.6 Joint Host and Contract Employer

6.3.6.1 Shall develop emergency plans and submit them to the contracting officer as part of the contractor’s safety plan.

6.4 Training Requirements

6.4.1 Initial

6.4.1.1 New Employees. New employees must be trained on their facility’s OEP upon beginning employment.

6.4.1.2 Existing/Reassigned Employees. Existing employees who are assigned to a new facility must be trained on that facility’s OEP upon initial assignment.

6.4.2 Refresher

All employees must be trained on their facility’s OEP whenever it undergoes significant changes.

6.4.3 Recordkeeping

All training (including any retraining) must be documented in the Department of the Interior’s designated learning database.

6.5 Hazard Identification, Assessment, and Safety Measures

OEP Coordinators must identify potential hazards arising from emergency responses (e.g., evacuation, shelter in place, etc.) and include hazard controls for them in the OEP. Appropriate hazard controls shall be identified according to the hierarchy of controls.

6.6 Hazardous Environmental Conditions (Weather/Fire/Other)

6.6.1 Weather Conditions

OEPs must account for the potential effects of bad weather on emergency procedures (e.g., evacuation routes, rally points, etc.) and include alternate sites and procedures to be used during inclement weather.
6.6.2 Fire Emergency Action Plans
Fire emergency action plans must adhere to the requirements of RSHS Section 10, *Fire Protection and Prevention*, paragraph 10.5.2, “Emergency Action Plans.”

6.6.3 Hazardous Waste Emergency Plans
Hazardous waste emergency plans must adhere to the requirements of RSHS Section 21, *Hazardous Waste Site Operations*.

6.7 Personal Protective Equipment (PPE)
Per paragraph 6.5, OEPs must include controls for potential hazards associated with emergency responses. PPE should be selected as a method of hazard control only if other hazard controls are deemed infeasible.

6.8 Other Safety Equipment
OEPs must identify safety equipment used in evacuations, who is responsible for operating it, and any training requirements associated with its use. This includes but is not limited to equipment such as radios, evacuation chairs, high visibility vests, megaphones, etc.

6.9 Safe Practices
6.9.1 OEP Minimum Requirements
The OEP must include the following elements:

- Evacuation procedures and routes and rally points
- Shelter-in-place procedures and locations
- Active shooter procedures
- Procedures for employee accountability following an emergency event
- Lines of authority for emergency procedures
- Training requirements for all persons assisting in emergency events
- Requirements for emergency equipment
- Identification of critical facility operations
- Assignment of rescue and medical duties
- Means of reporting emergencies
- Communication systems and procedures
6.9.2 Alert Systems for Emergency Situations
Alert systems are alarms or procedures designed to warn of existing or imminent emergency situations. Alert systems may also be designed to alert and summon emergency response personnel. Alert systems must be developed and tested to ensure all persons likely to be affected by emergency situations are familiar with the systems and will receive adequate warning to take the actions prescribed in the OEP.

6.9.3 Resuming Normal Operations
Normal operations may resume only after appropriate actions have been taken to ensure that safe conditions exist and/or have been restored. Do not jeopardize the safety of employees, the public, or contractors by resuming operations or restoring service before safe conditions have been reestablished and verified.

6.10 Communication Requirements
Conspicuously post emergency telephone numbers and reporting instructions for ambulance, medical, hospital, fire, and police services. Telephone lines and radio frequencies must be kept clear for use by those in charge during an emergency.

6.11 Definitions

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<tr>
<th>Term</th>
<th>Definition</th>
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<td>Normal operations</td>
<td>Operating programs, activities, and equipment as designed for non-emergency settings.</td>
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<td>Occupant emergency plan</td>
<td>A set of procedures to protect life and property in Federally occupied space under defined emergency conditions.</td>
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<td>Personal protective equipment</td>
<td>Clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, thermal, chemical, biohazardous, and airborne particulate hazards.</td>
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<td>Shelter in place</td>
<td>Seeking safety within the building one already occupies rather than evacuating the building.</td>
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6.12 References