

**Sample Written
Emergency Action Plan**

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The following sample emergency action plan is provided only as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan standard, 29 CFR 1910.38, as well as to provide other helpful information. It does not supersede the requirements of the standard. Users should review the standard for particular requirements that are applicable to their individual situation, and make adjustments to this sample plan that are specific to their situation. An employer will need to add information relevant to their particular facility in order to develop an effective, comprehensive Emergency Action Plan.

Emergency Action Plan

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Emergency Action Plan
for
Company Name/Location
Last Revised _____

I. OBJECTIVE

The objective of the Company Name Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at Company Name/Location.

II. ASSIGNMENT OF RESPONSIBILITY

A. Emergency Plan Manager

Responsible Person shall manage the Emergency Action Plan for Company Name. The Emergency Plan Manager shall also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the Company Name/Location emergency notification system with the appropriate authorities.

The Emergency Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

B. Emergency Plan Coordinators

The Company Name Emergency Plan Coordinators are as follows:

Bldg. Number/Section /Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #

The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. (Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.)

The following individuals shall be responsible for assisting employees who have disabilities or who do not speak English during evacuation:

Bldg. Number/Section /Dept.	Name of Person Requiring Assistance	Phone #	Assigned Assistant's Name and Position	Assistant's Phone #

C. Management

Company Name will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency.

Company Name management will ensure proper adherence to this plan through regular review.

D. Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

E. Employees

Employees are responsible for following the procedures described in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and shall be provided the training described herein by Responsible Person.

III. PLAN IMPLEMENTATION

A. Reporting Fire and Emergency Situations

All fires and emergency situations will be reported as soon as possible to Responsible Person by one of the following means:

1. verbally as soon as possible during normal work hours; or
2. by telephone if after normal work hours or on weekends.

To eliminate confusion and the possibility of false alarms, only Responsible Person(s) is/are authorized to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for Company Name/Address/Location are:

1. Fire: _____
2. Police/Sheriff: _____
3. Ambulance/EMS: _____

Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

B. Informing Company Name Employees of Fires and Emergency Situations

In the event of a fire or emergency situation, Responsible Person shall ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day). Responsible Person shall provide special instructions to all employees via the public address system.

If a fire or emergency situation occurs after normal business hours, Responsible Person(s) shall contact all employees not on shift of future work status, depending on the nature of the situation.

C. Corporate Notification

1. Responsible Person shall contact the Company Name public relations department as soon as possible if media coverage of the situation is expected.
2. Responsible Person shall contact the Company Name Corporate Official(s) as soon as possible with information on employee injuries and/or loss of life, property damages, theft, or cargo losses.

D. Emergency Contact Information

Responsible Person(s) shall maintain a list of all employees' personal emergency contact information and shall keep the list in Designated Area for easy access in the event of an emergency.

E. Evacuation Routes

Emergency evacuation escape route plans (see Appendix A) are posted in Designated Areas throughout Company Location. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by Responsible Person, all employees (except those noted in Part III.F of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the Designated Assembly Area. Employees with offices shall close the doors (unlocked) as they exit the area.

Mobility impaired employees and their assigned assistants will gather at the Designated Area within the building to ensure safe evacuation in the pre-determined fashion.

F. Securing Property and Equipment

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated time to complete security process

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the **Designated Assembly Area**.

G. Advanced Medical Care

Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, or **Designated Person(s)**, who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, **Responsible Person(s)** shall account for each employee/visitor assigned to them at the **Designated Assembly Area**. Each employee is responsible for reporting to the appropriate **Responsible Person(s)** so an accurate head count can be made. All employee counts shall then be reported to the Emergency Action Plan Manager as soon as possible.

I. Re-entry

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the **Designated Assembly Area** until the fire department or other emergency response agency notifies **Responsible Person** that either:

1. the building is safe for re-entry, in which case personnel shall return to their workstations; or
2. the building/assembly area is not safe, in which case personnel shall be instructed by **Responsible Person** on how/when to vacate the premises.

J. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to **Company Name/Location**, authorities and/or **Responsible Person(s)** may determine that it is safer to remain indoors rather than to evacuate employees. The Emergency Action Plan Manager shall announce Shelter in Place status by public address system **or other means of immediate notification available at worksite.**

1. **Responsible Person(s)** shall immediately close the business. If there are customers, clients, or visitors in the building, they shall be advised to stay in the building for their safety.
2. Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.
3. **Responsible Person(s)** shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
4. **Responsible Person(s)** shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. **Responsible Person(s)** familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially those systems that automatically provide for exchange of inside air with outside air. If there is a danger of explosion, **Responsible Person(s)** shall close the window shades, blinds, or curtains.
5. **Responsible Person(s)** shall gather essential disaster supplies (i.e., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at **Designated Location**, and shall take them to the **Shelter In Place Location(s)** within the building. *[Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting rooms with mechanical equipment like ventilation blowers or*

pipes. These should be avoided because this equipment may not be able to be sealed from the outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]

6. All employees, customers, and visitors shall move immediately to the **Shelter In Place Location(s)** within the building. **Responsible Person(s)** shall seal all windows, doors, and vents with plastic sheeting and duct tape.
7. **Responsible Person** shall write down the names of everyone in the room, and call the **Designated emergency contact outside of the building** to report who is in the room, and their affiliations with **Company Name** (employee, visitor, client, customer).
8. **Responsible Person(s)** shall monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

K. Severe Weather

The Emergency Action Plan Manager shall announce severe weather alerts (such as tornados) by public address system **or other means of immediate notification available at worksite**. All employees shall immediately retreat to the **Designated Area** until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

IV. TRAINING

A. Employee Training

All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:

1. when there are any changes to the plan and/or facility;
2. when an employee's responsibilities change; and
3. annually as refresher training.

Items to be reviewed during the training include:

1. proper housekeeping;
2. fire prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of Emergency Action Plan Manager and Coordinators;
7. individual responsibilities;

Sample Plan – Use as a template and customize to your situation.

8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and
15. Emergency Action Plan availability.

B. Fire/Evacuation Drills

Fire/Evacuation drills shall be conducted at least annually, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

C. Training Records

Responsible Person shall document all training pertaining to this plan and shall maintain records at **Designated Area**.

V. PLAN EVALUATION

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made, by **Responsible Person**. Following each fire drill, **Responsible Management and Employee Representatives** shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it.

Appendix A

Emergency Action Plan Checklist

Courtesy of the Occupational Safety and Health Administration (OSHA)

General Issues		
<input type="checkbox"/>	Does the plan consider all natural or man-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/>	Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency.
<input type="checkbox"/>	Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	Brainstorm worst-case scenarios asking yourself what you would do and what would be the likely impact on your operation and devise appropriate responses.
<input type="checkbox"/>	Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so that contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/>	Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for individuals responsible for implementation of the plan.
<input type="checkbox"/>	Does the plan address how rescue operations will be performed?	Unless you are a large employer handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably choose to rely on local public resources, such as the fire department, who are trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue.
<input type="checkbox"/>	Does the plan address how medical assistance will be provided?	Most small employers do not have a formal internal medical program and make arrangements with medical clinics or facilities close by to handle emergency. If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within 3 to 4 minutes of the accident. Consult with a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so transportation is readily available for emergencies.
<input type="checkbox"/>	Does the plan identify how or where personal information on employees can be obtained in an emergency?	In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.

Evacuation Policy and Procedure		
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?	The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.
<input type="checkbox"/>	Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?	It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.
<input type="checkbox"/>	Does the plan address the types of actions expected of different employees for the various types of potential emergencies?	The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.
<input type="checkbox"/>	Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation?	You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.
<input type="checkbox"/>	Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees?	Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.
<input type="checkbox"/>	Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?	Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.
<input type="checkbox"/>	Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees?	Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.
<input type="checkbox"/>	Does the plan address how visitors will be assisted in evacuation and accounted for?	Some employers have all visitors and contractors sign in when entering the workplace. The hosts and/or area wardens, if established, are often tasked with assisting these individuals evacuate safely.

Reporting Emergencies and Alerting Employees in an Emergency		
<input type="checkbox"/>	Does the plan identify a preferred method for reporting fires and other emergencies?	Dialing 911 is a common method for reporting emergencies if external responders are utilized. Internal numbers may be used. Internal numbers are sometimes connected to intercom systems so that coded announcements may be made. In some cases employees are requested to activate manual pull stations or other alarm systems.
<input type="checkbox"/>	Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action?	Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace including those that may be blind or deaf. Otherwise floor wardens or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure.

Employee Training and Drills		
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions as outlined in the plan?	<p>Training should be offered to employees when you develop your initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address the following:</p> <ul style="list-style-type: none"> • individual roles and responsibilities; • threats, hazards, and protective actions; • notification, warning, and communications procedures; • emergency response procedures; • evacuation, shelter, and accountability procedures; • location and use of common emergency equipment; and • emergency shutdown procedures. <p>You may also need to provide additional training to your employees (i.e. first aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in your plan.</p>
<input type="checkbox"/>	Does the plan address how and when retraining will be conducted?	If training is not reinforced it will be forgotten. Consider retraining employees annually.
<input type="checkbox"/>	Does the plan address if and how often drills will be conducted?	Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.