

**Written Emergency Action Plan**

\_\_\_\_\_  
(Company Name)

The purpose of the Emergency Action Plan is to provide a workplace free from hazards and to reduce or danger in the workplace. It complies with OSHA's Emergency Action Plan regulation, found at 29 CFR 1910.38 and Subpart B and C which requires a written plan that contains specific program elements. The goal of our company is to provide all employees with the information necessary to recognize hazards and take the appropriate action before such condition results in an emergency.

The person with primary responsibility for the plan is \_\_\_\_\_  
Additional people involved in our company are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

They may be contacted if you need information about the plan or an explanation of your duties under the plan.

**Procedures In Case of an Emergency:**

In the case of an emergency, employees will be alerted by:

- Sounding of alarm
- Public address system announcement
- Verbal announcement
- Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The emergency notification signal is:

- The same in all situations
- Distinctive for several different emergency situations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This company's policy for reporting an emergency is:

- Call 911
- Sound an alarm
- Make an announcement over a paging system
- Call Receptionist to make an announcement over paging system
- Talk to a supervisor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the policy of this company, that in an emergency, all employees evacuate the building immediately. Follow these emergency evacuation procedures:

- Stop all work.
- Exit buildings through the nearest door (assist disabled co-workers).
- Do not run.
- Do not lag behind.
- Do not make unnecessary noise.
- If you are the last to exit a room, close the door behind you.
- Go directly to your designate meeting area.
- Follow the instructions given by emergency personnel or plan administrator.
- Do not return to the building until all employees have been accounted for and you are instructed to do so.
- Do not go to your vehicles unless you are told to do so.
- Do not block emergency vehicle thoroughfares.

Evacuate through the nearest available marked exit. Fire Exits or evacuation plans are located in the following areas:

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Employees are to gather at the following locations:

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Employees will be accounted for after evacuation by:  
(describe the means for which employees will be accounted for)

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If they can do so without putting themselves in harms way, the following individuals will be responsible for critical plant operations during evacuation such as shutting down the gas and power and making sure that everyone has safely gotten out of the building:

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In the event of a fire, the policy for employees being authorized to use a portable fire extinguisher to attempt to extinguish the fire before evacuating is:

- Any employee may do so
- Only designated employees
- Employees are not authorized to fight fires

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The following employees are trained to perform medical duties in the case of an emergency:

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The following materials could provide fuel for the fire if ignited:

Material	Location

In the case of a chemical spill, employees should only attempt to clean up the spill provided that all of the following conditions are met:

- The hazards of the material(s) are known, and appropriate precautions can be taken to prevent personal exposure.
- There is no potential of a release to the environment.
- There are no personal injuries as a result of the spill.
- The clean up procedures are known and the proper equipment (e.g., PPE and spill clean up materials) is available.
- The spill can be cleaned up safely by two people in one hour or less.

MSDS(s) are stored in the following location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The individual responsible for updating this information is: \_\_\_\_\_

**Fire Extinguishers**

Where fire extinguishers are provided in the workplace, they will be inspected annually by a fire professional and monthly by a lay person, to verify that they are in good operating condition. Only approved fire extinguishers should be used and should never be blocked or obstructed from view.

If fire extinguishers are available for use by employees, then training on the proper operation will be provided. Remember that personal safety is the priority. Extinguishing the fire should be attempted only when everyone is safe and out of danger.

Fire extinguishers can be found in the following locations around the workplace:

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The person responsible for the testing and maintenance of all portable fire extinguishers, fire equipment and alarm systems is: \_\_\_\_\_

Maintenance can be reached at: \_\_\_\_\_

Any maintenance issues or observed hazards (including fuel source hazards) should be reported immediately.





## **Earthquake Safety**

In the event of an earthquake, employees must take the following safety precautions:

If indoors, remain indoors.

DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture and HOLD on until the shaking stop.

If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.

Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.

Stay inside until shaking stops and it is safe to go outside through the nearest door (assist disabled coworkers).

If you are the last to exit a room, close the door behind you.

DO NOT use the elevators.

If you're outside in an earthquake, stay outside.

Move away from buildings, trees, streetlights and power lines.

Crouch down and cover your head.

Wait in your safe place until the shaking stops.

Go directly to your designated meeting area.

Follow the instructions given by emergency personnel or plan administrator.

Do not return to the building until all employees have been accounted for and you are instructed to do so.

Do not go to your vehicles unless you are told to do so.

## **Hurricane Safety**

In the event of a hurricane, employees must take the following safety precautions:

Go to your safe room if one is available.

Stay indoors during the hurricane and away from windows and glass doors.

Close all interior doors; secure and brace external doors.

Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm; winds will pick up again.

Take refuge in a small interior room, closet or hallway on the lowest level.

Lie on the floor under a table or another sturdy object.

Leave the building only when you have been told that it is absolutely safe to do so by the proper authorities.

## **Tornado Safety**

In the event of a tornado, employees must take the following safety precautions:

Go to a pre-designated shelter area such as a safe room, basement, storm cellar or the lowest building level.

If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls.

Put as many walls as possible between you and the outside.

Get under a sturdy table and use your arms to protect your head and neck.

Do not open windows.

Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.

Stay off the elevators; you could be trapped in them if the power is lost.

## **Outside with no shelter or in a vehicle, trailer or mobile structure**

Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.

Lie flat in a nearby ditch or depression and cover your head with your hands.

Be aware of the potential for flooding.

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## Potential Ignition Sources

Flammable or combustible materials will generally not ignite without an external source of ignition. The following procedures shall be used to control known ignition sources:

<u>Ignition Source</u>	<u>Control Procedure</u>
Smoking	Allowed in designated areas only. Dispose of matches and cigarette butts only in designated receptacles.
Flammable Material	Do not store flammable and combustible materials in close proximity to energized electrical equipment.
Electrical	Do not overload electrical outlets or use extension cords without managerial approval.
Space Heaters	Do not use space heaters at your workstations or without the knowledge of the IT Department or Human Resources.
Open Fires	Open fires, such as candles, are not permitted.
Coffee Makers	Coffee makers and food warming equipment should be shut off when not in use and at the end of the day. These items should only be placed on surfaces that are not easily combustible.
Housekeeping	Keep work areas clean and free from trash or scrap materials. Make sure that fire extinguishers, exits and walkways are free from clutter.
Flammable Liquids	Only approved containers or tanks are permitted for storing flammable materials or combustible liquids. Clean up flammable liquid spills immediately.
Heat Producing Equipment	Follow the manufacturer's recommendations for heat or flame producing equipment use and maintenance. Keep flammable and combustible materials away from equipment. Never refuel equipment while running or hot.

## Emergency Responders and Contacts

Emergency 911

Local Police Department \_\_\_\_\_

Local Fire Department \_\_\_\_\_

Poison Control Center \_\_\_\_\_

OSHA \_\_\_\_\_

Electric Company \_\_\_\_\_

Gas Company \_\_\_\_\_

Property Management \_\_\_\_\_

Insurance Broker \_\_\_\_\_

Health & Safety Mgr \_\_\_\_\_