

# Sample Emergency Action Plan

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The Occupational Safety and Health Administration (OSHA) requires employers to have an Emergency Action Plan. The purpose of the plan is to eliminate or minimize hazards to employees in the event of a fire or other emergency. This sample plan is designed to follow the OSHA requirements for most businesses.

## **This sample plan includes:**

- location of the plan
- minimum plan requirements
- designation of escape procedures and exit routes
- procedures for critical plant operations
- accounting for employees
- rescue and medical duties
- emergency reporting
- alarm systems and notification of emergencies
- types of evacuation in emergency circumstances
- employee training
- sources for employees to obtain further information about the plan

## **Employers Covered**

Every employer must have an Emergency Action Plan. Employers with 10 or more employees must have written plans. Employers with fewer than 10 employees may have oral plans.

## **Legal Sources**

This sample Emergency Action Plan follows the OSHA requirement for a written plan found in 29 CFR 1910.38 or 29 CFR 1926.35 (for the construction industry). Further information on alarm systems can be found in 29 CFR 1910.165, 29 CFR 1910.38(a)(3)(ii), and 29 CFR 1926.159 (for the construction industry).

# EMERGENCY ACTION PLAN

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company name

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street address

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city

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state

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ZIP code

Prepared by:

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print name of preparer

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title

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phone number

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signature

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date

## PURPOSE

This plan is for the safety and well-being of the employees of:

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name of company

It identifies necessary management and employee actions during fires and other emergencies. Education and training are provided so that all employees know and understand the Emergency Action Plan.

## LOCATION OF PLAN

The Emergency Action Plan can be found at the station or office of each \_\_\_\_\_  
\_\_\_\_\_. A copy is also maintained in the company office.  
foreman, supervisor, etc.

Upon request, an OSHA representative may obtain a copy of the plan from:

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name and title

## MINIMUM PLAN REQUIREMENTS

The Emergency Action Plan must be in writing. The plan designates employer and employee actions to ensure safety during fire and other emergencies. The plan is kept at the workplace and is available for employee review.

The following must be in the plan:

- emergency escape procedures and escape route assignments
- procedures for employees who remain behind to perform critical plant operations
- procedures to account for all employees after emergency evacuation

- identification of employee rescue and medical duties
- preferred means of reporting fires and other emergencies (manual pull box alarms, public address systems, radios, telephones, etc.)
- types of evacuation to be used in emergency circumstances
- names and job titles of persons or departments who can be contacted for further information about the Emergency Action Plan

The employer must also post emergency telephone numbers near telephones and other conspicuous locations when telephones serve as the means of reporting emergencies.

## **ESCAPE PROCEDURES AND EXIT ROUTES**

All exits will remain unlocked during working hours. All employees must exit the facility in a quiet and orderly manner.

The following departments/areas must leave through EXIT 1:

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The following departments/areas must leave through EXIT 2:

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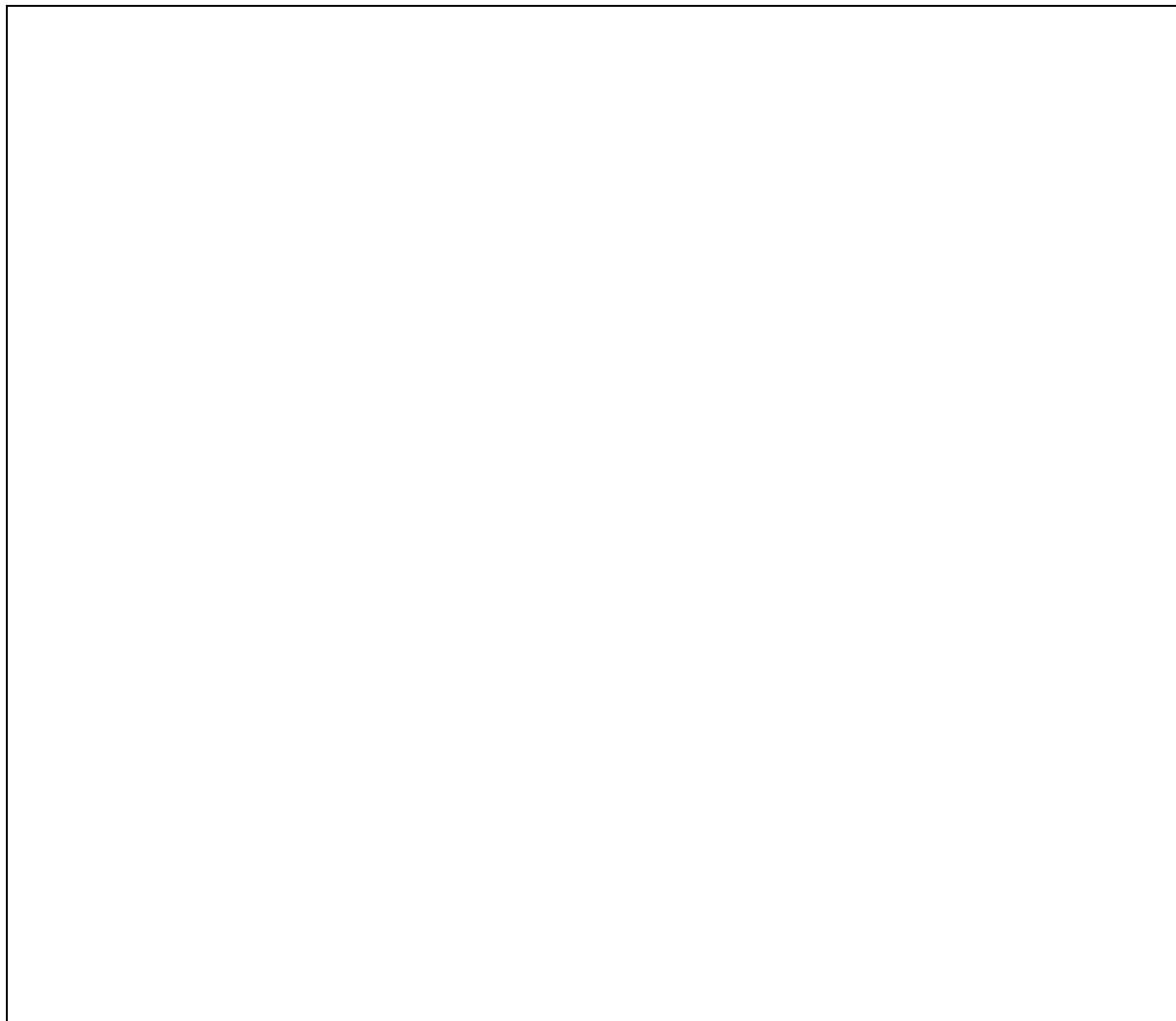
The following departments/areas must leave through EXIT 3:

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*Attach a diagram of facility exit routes or draw one in the space below:*



## CRITICAL PLANT OPERATIONS

OSHA requires employers to establish procedures for personnel who remain behind for critical plant operations. To minimize damage from the emergency, the following personnel are responsible for shutting down the listed critical operations:

| Personnel Names | Critical Operation |
|-----------------|--------------------|
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
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|                 |                    |
|                 |                    |

As soon as shutdown is completed, the employees who performed critical plant operations must take the nearest exit route in accordance with general emergency procedures.

## ACCOUNTING FOR EMPLOYEES

After exiting the facility, all employees are to assemble for roll call at this location:

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The following employees are responsible for ensuring that employees comply with this requirement:

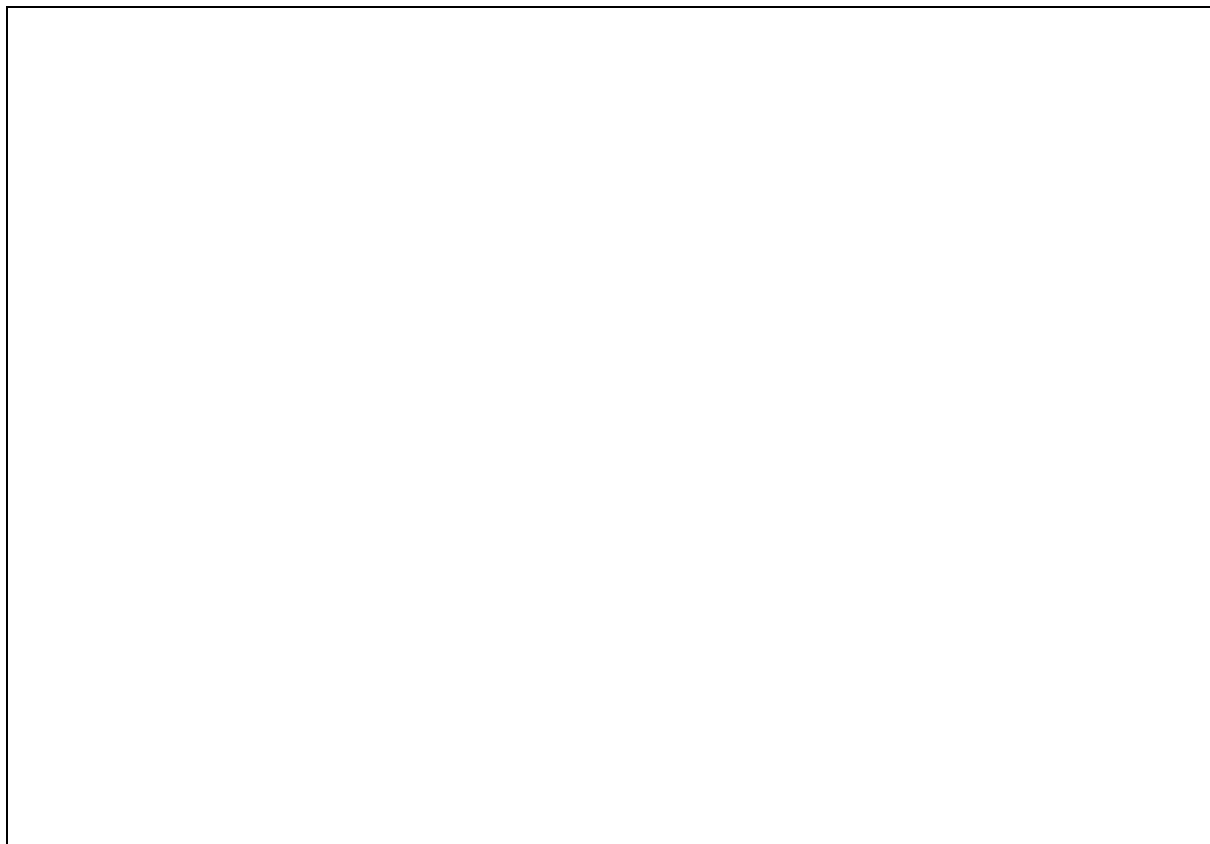
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name and title

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name and title

*Attach a diagram of facility meeting place or draw one in the space below:*





## RESCUE AND MEDICAL DUTIES

The following personnel are certified and trained in both CPR and general first aid. These persons are to be contacted, as specified in the general emergency training:

|                |              |
|----------------|--------------|
| _____          | _____        |
| name and title | phone number |
| _____          | _____        |
| name and title | phone number |
| _____          | _____        |
| name and title | phone number |
| _____          | _____        |
| name and title | phone number |

## REPORTING EMERGENCIES

The following personnel have the duty of contacting public responders to come to the emergency scene. The personnel are listed in descending order of availability:

|                |              |
|----------------|--------------|
| _____          | _____        |
| name and title | phone number |
| _____          | _____        |
| name and title | phone number |
| _____          | _____        |
| name and title | phone number |
| _____          | _____        |
| name and title | phone number |

## **ALARM SYSTEMS AND NOTIFICATION OF EMERGENCIES**

In a facility emergency, employees will be notified as follows:

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identify method of notification

The employee alarm system provides warning for:

- necessary emergency action as called for in the Emergency Action Plan;
- reaction time for safe escape of employees from the workplace or the immediate work area; or
- both.

The employee alarms must be:

- distinctive and recognizable as a signal to evacuate the work area or perform other required action; and
- perceptible above ambient noise or light levels by employees in the affected portions of the workplace.

If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose must be used.

## TYPES OF EVACUATION

OSHA requires this company to establish a system of types of evacuation to follow for different emergency circumstances. The following listing represents company policy for various emergency situations:

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For example:

**Partial Evacuation** – Code Yellow, 3 rings: RESPONDERS (trained extinguisher personnel and trained rescue and medical personnel)

**Full Evacuation** – Code Red, 4 rings: RESPONDERS (n/a)

**Note:** If there is more than one evacuation type, the alarm signal for each must be distinctive.

## TRAINING

Before implementing the Emergency Action Plan, the employer must identify and train sufficient personnel to assist in the safe and orderly evacuation of employees. The following people have been specially trained to do so:

**Employee Accountability Training:**

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name and title

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name and title

**Rescue and Medical Duty Training:**

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name and title

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name and title

**Emergency Reporting Training:**

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name and title

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name and title

**Extinguisher Training:**

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name and title

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name and title

On each employee's initial assignment, the employer will review those parts of the plan that the employee needs to know in an emergency. A record of this training will be kept in the company office.

The employer must review the plan with each employee whenever:

- the plan is first developed;
- the employee's responsibilities or actions change; or
- the plan is changed.

## **FURTHER INFORMATION**

For further information or explanation about any duties under the Emergency Action Plan, contact:

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name and title

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name and title

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name and title