

Emergency Action Plan - Sample Written Program

This sample emergency action plan is provided as a guide to help you, the employer, implement OSHA's standard for emergency action plans, 29 CFR 1910.38. In order to comply with the standard and protect employees in emergencies, you must tailor the plan to your worksite and the work that you do. Be sure to modify the sample to reflect the actual conditions at your worksite. Because OSHA requirements provide minimal protection for employees, you may choose to include additional protections in your plan.

An emergency action plan describes the actions employees should take in case of fire or other emergency situations. Most workplaces must have an emergency action plan. For workplaces with more than 10 employees, the plan must be in writing. For low hazard industries, the plan can be simple. Workplaces with hazardous materials will require more complex emergency plans.

OSHA's [interactive training program on Emergency Action Plans](#) can help you understand the regulation and develop your plan.

To prepare your plan, follow these steps:

1. Read the [Emergency Action Plan standard, 29 CFR 1910.38](#)
2. Follow the sample program in order, adding information specific to your worksite. Review the related sections of the standard as you work on each major program section.

The information contained in this sample program is not considered a substitute for any provisions of any OSHA standard. Use of this sample program does not guarantee compliance with applicable standards. We suggest that a qualified person review your final program

Emergency Action Plan

COMPANY NAME:

I. POLICY

It is the policy of this company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

II. EMERGENCY PLAN COORDINATOR

_____ (name of person or title) is responsible for making sure this emergency action plan is kept up to date, practices, and reviewed periodically.

The Emergency Plan Coordinator can be reached at _____ (location and phone number).

III. REPORTING PROCEDURES

(List the types of emergencies that could occur at your workplace and how employees should report them. Options include internal telephone numbers, intercom, public address systems, etc. Employees must also notify external emergency responders if the company uses them for help in emergencies.)

Type of Emergency	How to Report
Fire	
Explosion	
Weather	
Bomb threat	
Chemical Spill/Leak	
Violence	
Medical	
Other (list)	

Reporting procedures are posted _____ (locations).

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan.

B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

Name	Title	Work Area	Special Assignment

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's Office.

C. Employee Accountability Procedures after Evacuations

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

D. Alarm System

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Action to be taken	Alarm system

([OSHA Standard 29 CFR 1910.165, Employee Alarm Systems](#), provides guidance on emergency alarms.)

E. Sheltering in Place

(Certain emergencies require employees not to evacuate, but to move to an interior, windowless room. Describe procedures for sheltering-in-place emergencies at your workplace.)

F. Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

Name	Title	Work Area	Special Assignment

Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred
4. At least annually

V. FIRE EXTINGUISHERS

(Specify whether or not employees are expected to use fire extinguishers prior to evacuating. Use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use.)

VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
 - A. Primary Location: _____
 - B. Secondary Location: _____
5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel in each situation.

VII. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

(Most small businesses rely on local resources such as hospitals or fire departments to provide rescue and medical services. Where that is the case, list those resources. If employees have such duties include a list of these individuals and the training they have received.)

Name	Location Assignment	Special Assignment	Training Provided

Special Instructions and Procedures

All personnel performing emergency rescue and medical duties must follow these instructions:

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.

VII. EMPLOYEE TRAINING

(Describe how employees will be trained on the content of this plan and how to respond in an emergency. Describe how emergency procedures will be practiced. Employees should be retrained at least annually.)

VIII. CONTACTS

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies (names and phone numbers):

- 1.
- 2.
- 3.