

Sample Written Program

For _____

Emergency Action Plan

Emergency Action Plan Sample Written Program – 29 CFR 1910.38

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This emergency action plan is provided only as a guide to help employers and employees comply with the requirements of the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, *29 Code of Federal Regulations* (CFR) 1910.38. It is not intended to supersede the requirements of the standard. This sample plan contains the basic elements of emergency action plan. However, an employer should review the OSHA standards that apply to its situation, company, and facility, and customize this plan to its specific processes and procedures. Modifications other than those indicated in parentheses may be necessary to establish an effective, comprehensive program.

Short FEMA video - <https://www.youtube.com/watch?v=89f87x7OyN0>

29 CFR 1910.38

Emergency Action Plan

Table of Contents

- I. Objective
- II. Assignment of Responsibility
 - A. Emergency Plan Manager
 - B. Emergency Plan Coordinators
 - C. Management
 - D. Supervisors
 - E. Employees
 - F. Contractors
- III. Plan Implementation
 - A. Reporting Fire and Other Emergency Situations
 - B. Informing (**Company Name**) Employees of Fires and Other Emergency Situations
 - C. Corporate Notification
 - D. Emergency Contact Information
 - E. Evacuation Routes
 - F. Securing Property and Equipment
 - G. Advanced Medical Care
 - H. Accounting for Employees or Visitors After Evacuation
 - I. Re-entry
 - J. Sheltering in Place
 - K. Severe Weather
- IV. Training
 - A. Employee Training
 - B. Fire or Evacuation Drills
 - C. Training Records
- V. Plan Evaluation
- VI. Appendix A: Emergency Action Plan Checklist
- VII. Appendix B: Resources

Emergency Action Plan
for
(Company Name/Location)
Last Revised (Date)

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, 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) will manage the Emergency Action Plan for **(Company Name)**. The Emergency Plan Manager will 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 will 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. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action 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 implementing the procedures in this plan in their designated areas in an emergency. *(Note: Coordinators may also be given the responsibility of accounting for employees or visitors after an evacuation.)*

The following people will 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 an emergency. (**Company Name**) management will review this plan regularly to ensure proper adherence.

D. Supervisors

Supervisors will follow, and ensure that their employees are trained in, the procedures in this plan.

E. Employees

Employees are responsible for following the procedures in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and will be given the training described in the plan by (**Responsible Person**).

III. PLAN IMPLEMENTATION

A. Reporting Fire and Other Emergency Situations

All fires and other 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, after normal work hours or on weekends.

To eliminate confusion and false alarms, (**Responsible Person(s)**) is/are authorized to contact community emergency response personnel. Contact information for the emergency response personnel for (**Company Name/Address/Location**):

Type of Emergency Responder	Person(s) Responsible for Contacting Emergency Responders	Contact Information for Responsible Person(s)
Fire		
Police/Sheriff		
Ambulance/EMS		

If (**Responsible Person(s)**) cannot be reached, any individual with knowledge of a fire or other emergency situation may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

B. Informing (**Company Name**) Employees of Fires and Other Emergency Situations

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

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

C. Corporate Notification

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

D. Emergency Contact Information

(Responsible Person(s)) will maintain a list of all employees' personal emergency contact information and will keep the list in **(Designated Area)** for easy access in 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 or 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) must immediately exit the building(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the **(Designated Assembly Area)**. Employees with offices must 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

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following people 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 people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must 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 may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals, or **(Designated Person(s))**, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the **(Responsible Person(s))** will account for each employee or 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 will then be reported to the Emergency Action Plan Manager as soon as possible.

I. Re-entry

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

All employees must 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 will return to their workstations; or
2. the building or assembly area is not safe, in which case **(Responsible Person)** will instruct personnel how or 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 or proximity to **(Company Name/Location)**, authorities and/or **(Responsible Person(s))** might determine that is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system **or other means of immediate notification available at worksite.**

1. **(Responsible Person(s))** will immediately close the business. If customers, clients, or visitors are in the building, they will be advised to stay in the building for their safety.
2. Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.
3. **(Responsible Person(s))** will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant will 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))** will quickly lock exterior doors and close windows, air vents, and fireplace dampers. **(Responsible Person(s))** familiar with the building's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems, and

clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, **(Responsible Person(s))** must close window shades, blinds, or curtains.

5. **(Responsible Person(s))** will gather essential disaster supplies (for example, 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 will 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, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from 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 will move immediately to the **(Shelter-in-Place Location(s))** within the building. **(Responsible Person(s))** will seal all windows, doors, and vents with plastic sheeting and duct tape.
7. **(Responsible Person)** will write down the names of everyone in the room and will call the **(Designated Emergency Contact outside the building)** to report who is in the room, and their affiliations with **(Company Name)** (employee, visitor, client, customer).
8. **(Responsible Person(s))** will 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 will announce severe weather alerts (such as tornados) by public address system **or other means of immediate notification available at the worksite**. All employees will 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 will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

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

Items for review 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;
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 must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the business change, processes change, or it is otherwise deemed necessary.

C. Training Records

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

V. PLAN EVALUATION

This Emergency Action Plan must 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)** will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.

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 human-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 might 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	Brainstorm worst-case scenarios. Ask yourself what you would do, what the likely impact on your operation would be, and what the device-appropriate responses would be.

	tailored to the workplace?	
<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 or a portable radio unit, 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 people to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for people responsible for implementing 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 you have employees regularly working in hazardous situations, you will probably rely on local public resources, such as the fire department, which is 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 people 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 instead make arrangements with nearby medical clinics or facilities to handle emergencies. 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 three to four minutes of the accident. Consult a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so that 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 an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, 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 situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation needed 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 person to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and that they understand that this person has the authority to make decisions during emergencies. The coordinator is 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 various employees for the 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?	Consider including locations of where to shut down utilities, such as electrical and gas utilities, for all or part of the facility. All people 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?	Most employers create maps from floor diagrams with arrows that designate exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first-aid kits, and spill kits) that may be

	where they are easily accessible to all employees?	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 evacuation wardens to help move employees from dangerous to safe areas during an emergency. Generally, one warden for every 20 employees is 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 for 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 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 to 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 accounted for and assisted in evacuation?	Some employers have all visitors and contractors sign in when entering the workplace. The hosts or area wardens, if established, are often given the task of helping visitors and contractors 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 used. Internal numbers may be used and 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 used to alert employees, including disabled workers, to evacuate or take other action?	Make sure alarms are distinctive and recognized by all employees. Sequences of horn blows or different types of alarms (such as bells or horns) can be used to signal different responses or actions from employees. Consider making an emergency communications system available, 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 who are blind or deaf. Otherwise, floor wardens or others must be given the task of ensuring that all employees are notified. Consider providing an auxiliary power supply in 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?	<p>Train employees when you develop your initial plan and when new employees are hired. Retrain employees when your plan changes due to a change in facility 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:</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 (for example, first-aid procedures, portable fire extinguisher use) depending on the responsibilities 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. 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.

VII – Appendix B- Resources

FEMA - <https://www.ready.gov/business/implementation/emergency>

Why Plan- <https://www.youtube.com/watch?v=89f87x7OyN0>

Generator Safety https://www.youtube.com/watch?v=bsJzrGTB_aA

Hurricane preparedness: <https://www.phly.com/rms/blog/hurricanepreparedness.aspx>

Windstorm Checklist: <https://www.phly.com/Files/Windstorm%20Emergency%20Checklist36-10529.pdf>

Rainstorm Checklist: https://www.phly.com/Files/Storm_Emergency_Checklist36-10530.pdf

Coronavirus Information for Individuals and Organizations: <https://www.phly.com/rms/blog/Coronavirus.aspx>

Preventing Wildfire Damage: <https://www.phly.com/rms/blog/WildfirePrevention.aspx>

Managing Active Shooter Risk: <https://www.phly.com/rms/blog/ActiveShooter.aspx>

Risk Management for vacant or unoccupied buildings: <https://www.phly.com/rms/blog/VacantBuildings.aspx>

Pipe Freeze Prevention:

https://www.phly.com/rms/blog/PipeFreezePrevention.aspx?utm_source=Social&utm_medium=Facebook&utm_campaign=Pipe%20Freeze%20Post%20January%202017

Outdoor Water Safety:

<https://www.phly.com/rms/blog/OutdoorWaterSafety.aspx>

Reducing Distracted Driving: <https://www.phly.com/rms/blog/SafeDriving.aspx>