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|  | Purpose  The purpose of this safety program is to aid business owners with their Federal OSHA compliance efforts.  Each business is unique and each program will require customization. As the program is customized, remember to only include words, sections, concepts, procedures, etc. that are relevant to the operations. The purpose of any written safety program is to provide a clear and consistent plan for addressing safety in a particular area of focus.  Use  Use this wizard to customize your program  Instructions   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | To develop your customized plan, follow steps 1 through 3 in order, by clicking the buttons and following the instructions prompted by the program. | |  |  | | --- | --- | |  | Customize | |  | Review and Format | |  | Approve & Save | | |

<CompanyName>

**Emergency Action Plan**

Version <Version>

Updated: <Date>

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# [C:\Users\ymorgan\Desktop\more_info_icon.png](#MoreInfo1)Program Purpose

* 1. The purpose of <CompanyName>’s emergency action plan is to facilitate and organize actions of our workforce during workplace emergencies. When emergencies happen, they require quick, correct, and decisive responses. Elements of this plan, as required by OSHA standard by 29 CFR 1926.35, include the following:
     1. Emergency evacuation procedures
     2. Critical operations prior to evacuation
     3. Procedures to account for <CompanyName> employees
     4. Rescue and medical duties
     5. Means of reporting emergencies and fires
     6. Responsible company representatives

# [C:\Users\ymorgan\Desktop\more_info_icon.png](#MoreInfo4)Emergency Evacuation Procedures

* 1. Evacuation route maps are posted in each department of the <CompanyName> facility. <EvacuationLeader> is responsible for maintaining and updating the evacuation route maps and coordinating all evacuation efforts. Each map contains information for emergency exits, primary and secondary evacuation routes, location of fire extinguishers, fire alarm pull station locations, and assembly points. <CompanyName> personnel should be familiar with at least two different evacuation routes.
     1. Consider floorplan evacuation routes and assigned tasks for designated employees.
     2. Be sure to consider a multi-floor or building procedure.
     3. 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.
  2. Evacuation procedures often describe actions employees should take before and during an evacuation such as shutting windows, turning off equipment and closing doors behind them.
  3. If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task, and evacuate themselves before their egress path is blocked. In small establishments, is it common to include in your plan locations where utilities (such as electrical and gas) can be shut down for part or all of the facility by either your own employees or by emergency response personnel.
  4. Employers will want their employees to respond differently to different threats. For example, employers may want to have employees assemble in one area inside the workplace if threatened by a tornado or perhaps a chemical spill on an adjacent highway, but evacuate to an exterior location during a fire. Consider what could happen if, for example, the storeroom caught fire, the river flooded, or a chemical release occurred in on the premises.
  5. The type of building you work in may also be a factor in your decision. Most buildings are vulnerable to the effects of disasters such as tornadoes, earthquakes, floods, or explosions. The extent of the damage depends on the type of emergency and the buildings construction. Critical operations need to be adjusted to the situation, such as identifying your existing fire suppression systems.
  6. In the event of an emergency, employees can expect the following procedures to take place:
     1. Notification of Emergency: Any emergency will be immediately reported to management via approved methods. Management will determine the need for evacuation based on the information available. The decision not to evacuate will be reviewed as new information becomes available.
     2. Alarm Sounded: Emergency Evacuation will be signaled with an alarm system of telephones, radios and voice.
     3. Evacuation of Employees: Employees will evacuate area using pre-determined routes or by means of the nearest available marked exit.
     4. Critical Operations: Pre-determined critical operations will be stopped by designated individuals as part of the evacuation.
     5. Employee Assembly: Employees will assemble at the designated place after evacuation where they will be accounted for by <EvacuationManagers>. Each department manager/supervisor will report the status of their employees to <EvacuationLeader>. Personnel will remain at assembly points until released.
     6. All Clear: All clear and return will be announced pending input from emergency personnel.
  7. Types of emergencies to be reported by <CompanyName> employees include:
     1. Medical
     2. Fire
     3. Severe Weather/Acts of Nature
     4. Bomb Threat
     5. Chemical Spill
     6. Extended Power Loss
     7. Active Shooter/Terrorist Attack
  8. Fire Prevention Procedures
     1. <FirePreventionTeam> are responsible for the developing the company’s fire prevention plan. Responsibilities include establishing procedures for controlling fuel source hazards and maintaining equipment to prevent sources of ignition or fires.
     2. A table containing the company’s Fire Hazard Identification & Controls can be found in Appendix I.
  9. Portable Fire Extinguishers
     1. Employees are to evacuate immediately in the event of a fire and are not authorized to use the portable fire extinguishers to fight fires.
     2. All employees are authorized to use portable fire extinguishers to attempt to extinguish the fire before evacuating.
     3. Only <AuthExtinguisherUsers> are authorized to use the portable fire extinguishers to attempt to extinguish fires before evacuating.
  10. Fire Emergency Procedures
      1. Activate nearest fire alarm and call the fire department.
      2. If a fire alarm is not available other notifications can be used, including voice communication and radio use.
      3. Only fight the fire after the fire department has been notified, if personnel are trained to use the portable fire extinguisher, and the fire is small and not spreading.
      4. Leave the building using designated evacuation routes and assemble at the pre-determined location.

# [C:\Users\ymorgan\Desktop\more_info_icon.png](#MoreInfo3)Critical Operations Prior to Evacuation

* 1. For some emergencies, it will be necessary for some designated employees to remain at the work areas to perform critical operations:

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| **Critical Operation** | **Location** | **Description of Assignment** | **Responsible Employee** |
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* 1. Local Utility Company Contact Information can be found in Appendix II.

# Procedures to Account for <CompanyName> Employees

* 1. Designate assembly areas, both inside and outside your workplace, where employees should gather after evacuating. Assembly locations within the building are often referred to as "areas of refuge." Make sure your assembly area has sufficient space to accommodate all of your employees. Exterior assembly areas, used when the building must be partially or completely evacuated, are typically located in parking lots or other open areas away from busy streets.
  2. Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge. 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.
  3. Establish a method for accounting for non-employees such as suppliers or customers.
  4. Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.
  5. Employees are instructed to gather at a designated location so that they can be accounted for. The designated meeting location is <MeetingLocation>.
  6. <EvacuationManagers> are responsible for accounting for employees gathered at the designated meeting location. They will report the status of their employees to <EvacuationLeader>.
  7. If it is determined that any employees are missing, the responding emergency agency will be notified. The agency also will be informed about the last approximate whereabouts of missing employees.

# Rescue and Medical Duties (Choose one and update form)

* 1. Our employees will rely on paramedics or other emergency rescue teams to rescue and/or attend to injured employees. \*
  2. <TrainedEmployees> have been designated to rescue and/or attend to injured employees and will perform those duties according to the training they have received. The remaining employees will meet at the designated meeting area. \*

**\*Employees still have the ability to decide whether or not act in a first aid situation.**

# Means of Reporting Emergencies and Fires

* 1. When an emergency or fire occurs, it is our intention to notify all employees, affected contractors, and the building owner about the crisis.
  2. The first call will be made to the local fire department by using 911. If 911 is unavailable, the emergency telephone number will be used instead. Emergency telephone numbers are included in this plan.

# Responsible Company Contacts

* 1. <EvacuationLeader> is the responsible person to contact regarding the Emergency Action Plan.
  2. A full list of Emergency Contacts can be found in Appendix II.

# Training

* 1. <CompanyName> will designate and train <EvacuationTeam> to assist with the safe and orderly emergency evacuation of employees. A written emergency evacuation plan will be accessible at the workplace and made available for all employees to review.\* The emergency evacuation plan will be reviewed with each employee at the following times:
     1. When the plan is developed and implemented
     2. Whenever a designated employee’s responsibilities change under the plan
     3. Whenever the plan is updated

**\*For employers with 10 or fewer employees, the plan may be orally communicated to employees.**

# [C:\Users\ymorgan\Desktop\more_info_icon.png](#MoreInfo9)Appendix I – Fire Hazard Identification & Controls

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| **Fire Hazards Identified** | **Potential Ignition Sources** | **Ignition Source Controls** | **Fire Protection Equipment** |
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# [C:\Users\ymorgan\Desktop\more_info_icon.png](#MoreInfo10)Appendix II – Emergency Contact Information

**Utility Companies**

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| **Utility** | **Company Name** | **Phone Number** | **Point of Contact** |
| Electricity | <ElectricCoName> | <ElectricCoPhone> | <ElectricCoContact> |
| Water | <WaterCoName> | <WaterCoPhone> | <WaterCoContact> |
| Gas | <GasCoName> | <GasCoPhone> | <GasCoContact> |
| Telephone | <TelephoneCoName> | <TelephoneCoPhone> | <TelephoneCoContact> |

**Local Services**

|  |  |
| --- | --- |
| **Service** | **Phone Number/Address** |
| Home Office | <HomeOfficePhone> |
| Police Department | <PolicePhone> |
| Fire Department | <FirePhone> |
| Paramedics | <ParamedicsPhone> |
| Nearest Hospital | <HospitalAddress> |
|  | <HospitalPhone> |
| Security | <SecurityPhone> |
| Property Management | <PropertyMgrPhone> |

**Company Management Contact Information**

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **Position** | **Phone Number** |
| <Employee1> | <Position1> | <Phone1> |
| <Employee2> | <Position2> | <Phone2> |
| <Employee3> | <Position3> | <Phone3> |
| <Employee4> | <Position4> | <Phone4> |
| <Employee5> | <Position5> | <Phone5> |
| <Employee6> | <Position6> | <Phone6> |
| <Employee7> | <Position7> | <Phone7> |
| <Employee8> | <Position8> | <Phone8> |
| <Employee9> | <Position9> | <Phone9> |
| <Employee10> | <Position10> | <Phone10> |

# Employee Acknowledgement

|  |
| --- |
| I have received information on <CompanyName>’s Emergency Action Plan. By signing below, I agree to abide by the procedures in this document and bring to the attention of my supervisor any questions or concerns had. |

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| Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |