

Emergency Action Plan Sample Program

Prepared for: Date:



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Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected, and its operations are compliant with any law, rule or regulation.



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l.	FMFRGFNCY	PLAN COORDINATOR	
·			
riione	e Number.		
Prefe	red Means of Report	ting Fires and Other Emergencies	
	of Emergency	i i	
Fire			
Expl	osion		
Torn	ado/Weather		
Bom	b Threat		
	nical Spill/Leak		
Viole			
Med			
Othe	er		
traine Please	gency escape procedud by supervision in the B. Procedure for e describe operations	cape procedures and routes ures and route assignments have been posted in each work area and all employees he correct procedures to follow. New employees are trained when assigned to a wo employees who remain to operate critical operations before they evacuate s, procedures and personnel required for critical operations to be performed before ate during emergency situations.	ork area.
such e must	supervisor is responsi employees report to a	ountability procedures after evacuations ible for accounting for all assigned employees, personally or through a designee, by a predetermined designated rally point and conducting a head count. Each assigned name. All supervisors are required to report their head count (by name) to the Eme	d employee
-		edical duties al duties have been assigned to designated individuals. These personnel have receiv or properly carrying out these assignments.	'ed special
When		g all employees in case of an emergency are: ific OSHA Standards, the organization will comply with OSHA Standard 1910.165, En	nployee

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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

III. EMERGENCY SHUTDOWN PROCEDURES

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.

Assignments	Work Area	Name	Job Title	Description of Assignment

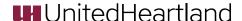
IV. SPECIAL TRAINING

The preceding individuals have received special instructions and training by their immediate supervisors to ensure th safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained by	eir
Emergency and Fire Protection Plan Coordinator:	
Name:	
Date:	

V. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Supervisors are responsible for accounting for each assigned employee following an emergency evacuation. This will be accomplished by performing the procedures established for such an eventuality.

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- **A.** Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
- **B.** All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
- **C.** 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 ______.
- **D.** The Emergency Evacuation Coordinator will be located at one of the following locations:
- 1. Primary Location:
- 2. Secondary Location: _____
- **E.** The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel.

VII. RESCUE & 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.

Name	Assignments	Location	Training Provided	Special Instructions & Procedures

ersonnel perf	orming emergen	icy rescue and	medical dut	ies must follov	v these instru	ctions:	

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