



# Emergency Action Plan

## Sample Program

Prepared for:  
Date:



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## I. EMERGENCY PLAN COORDINATOR

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Preferred Means of Reporting Fires and Other Emergencies

Type of Emergency	Reported By
Fire	
Explosion	
Tornado/Weather	
Bomb Threat	
Chemical Spill/Leak	
Violence	
Medical	
Other	

## II. ELEMENTS

### 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.

### B. Procedure for employees who remain to operate critical operations before they evacuate

Please describe operations, procedures and personnel required for critical operations to be performed before the assigned personnel evacuate during emergency situations.

### 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.

### D. Rescue and medical duties

Specific rescue and medical duties have been assigned to designated individuals. These personnel have received special training and instructions for properly carrying out these assignments.

### E. Alarm system

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

When so required by specific OSHA Standards, the organization will comply with OSHA Standard 1910.165, Employee Alarm Systems.

### 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 their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained by \_\_\_\_\_.

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.

## VI. EMPLOYEE ACCOUNTABILITY

- 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

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