**Emergency Action Plan**

[Company Name Here]

Date

**EMERGENCY ACTION PLAN (EAP)**

This EAP covers the actions and procedures that facility personnel will follow when responding to an emergency. See the **Fire Prevention Plan** for information about fire prevention procedures and systems for preventing fires.

**Policy Statement**

[Company Name Here] will provide its employees and other personnel at its facility with a clear plan of action in the event of an emergency. The plan will comply with applicable emergency action regulations.

**Authority and Scope**

**Regulation:** 29 CFR 1910.38, Emergency Action Plan, [*replace with the state regulation if applicable*]. An EAP must be in writing, kept in the workplace, and available to employees for review. An employer with 10 or fewer employees is allowed to communicate the plan orally to employees.

**Scope:** This plan covers emergency actions for all work areas and facilities for the protection of employees and others from workplace and other emergencies.

**Plan review and update.**The EAP will be reviewed annually and updated whenever:

• New hazards are identified or existing hazards change.

• There are changes to the facility layout or infrastructure.

• There are changes to emergency action and evacuation procedures.

**Definitions**

*Exit*—the portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge. An example of an exit is a 2-hour fire-resistance-rated enclosed stairway that leads from the fifth floor of an office building to the outside of the building.

*Exit route*—a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety (including refuge areas). An exit route consists of three parts: the exit access, the exit, and the exit discharge. (An exit route includes all vertical and horizontal areas along the route.)

*Medical emergency*—a sudden onset of a condition with acute symptoms requiring immediate medical care and includes such conditions as heart attacks, cardiovascular accidents, poisonings, loss of consciousness or respiration, convulsions, or other such acute medical conditions.

[*Insert any additional definitions of key terms*.]

**Plan Administration**

Table Number provides the roles and contact information for the administration of the EAP. They may be contacted for more information about the plan or an explanation of an employee’s duties under the plan. [*Modify the table as applicable to your organization.*]

***Table***Number***--Plan Contact Information***

|  |  |  |
| --- | --- | --- |
| **Function** | **Contact Person** | **Contact Information** |
| EAP Administrator | Name, Job Title, Department | Work/Mobile Phone Number |
| Facility Security Director | Name, Job Title, Department | Work/Mobile Phone Number |
| Facility Operations Manager | Name, Job Title, Department | Work/Mobile Phone Number |
| Exit Route/Evacuation Monitor | Name, Job Title, Department | Work/Mobile Phone Number |
| Exit Route/Evacuation Monitor | Name, Job Title, Department | Work/Mobile Phone Number |
| Exit Route/Evacuation Monitor | Name, Job Title, Department | Work/Mobile Phone Number |
| Exit Route/Evacuation Monitor | Name, Job Title, Department | Work/Mobile Phone Number |
| Exit Route/Evacuation Monitor | Name, Job Title, Department | Work/Mobile Phone Number |
| Designated Assistant | Name, Job Title, Department | Work/Mobile Phone Number |
| Designated Assistant | Name, Job Title, Department | Work/Mobile Phone Number |
| Other | Name, Job Title, Department | Work/Mobile Phone Number |

**EAP Administrator.** The EAP Administrator will:

• Coordinate an orderly evacuation of personnel.

• Perform an accurate head count of personnel who reported to the designated area.

• Determine a rescue method to locate missing personnel.

• Provide the fire response personnel with the necessary information about the facility.

• Perform adverse weather assessments and coordinate office emergency closing procedures due to adverse weather.

• Ensure that designated evacuation monitors and special needs assistants have received adequate information and training for performing their tasks.

**Facility Security Director.** The Facility Security Director will:

• Respond to emergencies to provide control of vehicles and personnel.

• Coordinate with the officer in charge at the scene.

• Ensure that facility surveillance is maintained.

• Prevent unauthorized entry to the facility.

• Maintain communications with government enforcement authorities as needed to protect employees and property.

**Facility Operations Manager.** The Facility Operations Manager will ensure that basic utility services (e.g., communications, water, electric, waste disposal) and critical equipment remain in service, or reestablish service that has been interrupted.

**Exit Route/Evacuation Monitor.** The exit route/evacuation monitors must:

• Ensure that personnel move to a safe area after an evacuation signal or a shelter signal is sounded.

• Ensure the safe flow of personnel along approved evacuation routes.

• Check assigned area to ensure personnel have evacuated the area.

• Assist persons with disabilities in accordance with preplanned procedures.

• Recognize the presence of potential hazards and know the company’s Emergency Evacuation Plan in order to provide appropriate direction to personnel.

• Report any employees or visitors missing to the on-site emergency response personnel.

• Assist [*first responders, security personnel*] in preventing unauthorized entry into buildings and loss or theft of property.

• Cooperate with all emergency personnel.

• Provide appropriate instructions when an emergency no longer exists and it is safe for personnel to return to vacated buildings or facilities.

**Designated Assistants.** Designated Assistants will help all employees with special needs evacuate in an emergency. Table Number contains the contact information for emergency services.

*[Modify the table as applicable to your organization.]*

**Emergency Services**

***Table***Number***--Emergency Services Personnel Contact Information***

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Contact** | **Address/Location** | **Phone Numbers** |
| Ambulance/EMS | Name or Job Title, Company Name | Address | Phone Number |
| Police | Name or Job Title, Company Name | Address | Phone Number |
| Fire | Name or Job Title, Company Name | Address | Phone Number |
| Primary Medical Facility | Name or Job Title, Company Name | Address | Phone Number |
| Secondary Medical Facility | Name or Job Title, Company Name | Address | Phone Number |
| Poison Control Center | Name or Job Title, Company Name | Address | Phone Number |
| OSHA Area Office | Name or Job Title, Company Name | Address | Phone Number |
| Emergency Response Team | Name or Job Title, Company Name | Address | Phone Number |
| National Response Center | Name or Job Title, Company Name | Address | 1-800-424-8802 |
| Electric | Name or Job Title, Company Name | Address | Phone Number |
| Water | Name or Job Title, Company Name | Address | Phone Number |
| Gas | Name or Job Title, Company Name | Address | Phone Number |
| Phone Company | Name or Job Title, Company Name | Address | Phone Number |
| Chemical Spill Cleanup Contractor | Name or Job Title, Company Name | Address | Phone Number |

**Evacuation**

***Evacuation Routes***

Evacuation route maps will be posted conspicuously in each work area and are attached to this EAP. The following information is marked on each evacuation map:

• Emergency exits

• Primary and alternative evacuation routes

• Locations of fire extinguishers

• Fire alarm pull stations' locations

• Employee assembly areas

All employees have been trained to locate and follow the evacuation route map for their work area.

***Evacuation Procedures***

Description of the Alarm Signal, e.g., Fire Alarm Bells, Repeating Buzzer, Horn is the signal that all facility personnel must evacuate the facility. This employee alarm system must comply with the requirements of 29 CFR 1910.165. Whenever the alarm sounds, all personnel must evacuate according to the designated primary routes or alternative routes to the predetermined assembly areas or as directed by an Evacuation Monitor. All designated primary and alternative routes are posted in work areas. A full evacuation drill for all personnel will be held Frequency.

Name will ensure the safe evacuation of personnel with special needs or disabilities.

See Attachment [ Number] for the evacuation procedures for individuals with disabilities.

After personnel are evacuated and have reached the assembly areas, the monitors will conduct a thorough head count of all personnel. The name(s) of any missing persons and suspected locations for unaccounted or injured people will be immediately communicated to Name.

**Medical Emergency**

Employees must follow the procedure below during a medical emergency.

1. Call 911; or the Appropriate Medical Emergency Phone Number for Facilities with In-House Emergency Responders

2. Provide the following information:

• Nature of the medical emergency

• Location of the emergency (e.g., address, building, and/or room number)

• Your name and phone number where you may be reached

3. Do not move the victim unless absolutely necessary.

4. Stay on the phone with the emergency operator until all the necessary information is obtained and the operator hangs up.

5. Send someone to the front entrance to escort the rescue units to the scene of the emergency.

6. Stay with the ill/injured person and do what you can to keep him or her comfortable until medical assistance arrives.

7. The following personnel are trained in cardiopulmonary resuscitation (CPR) and first aid and will provide assistance before the arrival of the professional medical help:

• Name/Phone Number

• Name/Phone Number

8. Follow up by notifying Name, Job Title, or Department and giving them the same information that was given to Name of Initial Emergency Contact. Tell them that Name of Initial Emergency Contact has been notified.

Name/Phone Number

Name/Phone Number

**Fire or Explosion Emergency**

Following are the procedures for responding to a fire at the facility:

*[List the fire emergency response procedures, such as:*

*• Activate the nearest fire alarm.*

*• Notify the local Fire Department (see the Emergency Contacts list for more information.)*

*• Notify the site personnel about the fire emergency by voice communication, radio, phone paging, or other means.]*

Nonemergency personnel may fight the fire ONLY if both of the following conditions apply:

• The fire is small (e.g., trash can) and is not spreading to other areas; and

• A readily accessible fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the emergency, occupants must:

• Leave the building using the designated exit routes.

• Assemble in the designated area

• Remain at the designated area until Name has announced that it is safe to reenter.

See the **Fire Prevention Plan** for information about fire prevention procedures and systems for preventing fires.

**Power Outage**

In the event of an extended power outage, the following precautionary measures will be taken:

*[List precautionary measures appropriate to your facility's electrical systems and equipment, such as:*

*• Check generators and backup power systems to ensure that electrical power is switched to support critical systems.*

*• Turn off all noncritical electrical systems and equipment.*

*• Drain systems and equipment pressurized with water in areas exposed to prolonged freezing temperatures, or move them to heated areas if feasible.]*

Upon restoration of power, the following measures will be taken:

*[List procedures to follow upon restoration of power. Modify the following list as appropriate for your facility.]*

*• Ensure that generators and other backup systems are switched so that power is not fed back into the regular power system.*

*• Examine insulation systems for piping, vessels, and tanks.*

*• Examine electrical motors and drives.*

*• Check valve positions for all pressurized systems and equipment.*

*• Examine all electrical equipment and wiring systems.*

*• Make sure all warning systems are operational.*

*• Check the integrity of all fire detection and suppression systems.*

*• Ensure that all alarm systems are operational.]*

**Hazardous Chemical Spill**

The following are the locations of information and equipment for responding to a chemical spill:

• Spill containment and security equipment: Location(s)

• Personal protective equipment (PPE): Location(s)

• Safety data sheets (SDSs): Physical Location of File System or Electronic Access

***Large Spill***

*[List all site-specific procedures for responding to a large spill at your facility.]*

The following procedure must be followed by all employees when a large spill that involves more than Minimum Quantity of hazardous chemicals has occurred:

• Immediately notify Name.

• Contain the spill with available equipment (e.g., pads, booms, and absorbent).

• Secure the area and alert other site personnel.

• Do not attempt to clean the spill unless trained to do so.

• Attend to injured personnel and call ,if required, the medical emergency number, listed on Table [Number], which contains the contact information for emergency services.

• Evacuate the building as necessary.

***Small Spill***

The following procedure will be followed by all employees when a small chemical spill less than Maximum Quantityhas occurred:

• Notify the Emergency Coordinator and/or supervisor (select one).

• If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.

• Deal with the spill in accordance with the instructions described in the MSDS.

• Small spills must be handled in a safe manner, while wearing the proper PPE.

• Review the general spill cleanup procedures.

**Bomb Threat**

All employees will be evacuated from the facility in the event of a bomb threat. These are the general procedures for handling a bomb threat announced over the phone:

1. Notify Name or Departmentat Phone Number/Extension.

2. Immediately after above notification, complete the Bomb Threat Report as completely and as accurately as possible. See Attachment [ Number] for a copy of the Bomb Threat Report.

3. Notify your immediate supervisor that you have received a threatening phone call and have already notified Name or Department.

4. After completion of the Bomb Threat Report, remain at your location until [ Name] arrives. He or she will interview you regarding the call and take your completed Bomb Threat Report.

**Severe Weather and Natural Disasters**

In the event of severe weather or other natural disasters, all employees will be instructed to follow the specific procedures for each type of event.

See Attachment Number for the procedures for each type of event.

**Shelter in Place**

In the event of an off-site hazardous chemical release or other event that makes an evacuation of the facility dangerous or impossible, employees will take shelter in place until it is safe to evacuate.

Exit Route/Evacuation Monitors and Designated Assistants will perform the same duties for shelter-in-place procedures as for other emergency action procedures.

Employees, visitors, and other personnel will be notified to take shelter in place by Means of Notification. Shelter-in-place areas are Location(s), Room Number(s).

See Attachment Number for the shelter-in-place procedures.

**Critical Operations**

Name will identify any critical operations or processes that must be shut down or inactivated before an evacuation is completed, and will designate the operations and the personnel who will implement the shutdown or inactivation. During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

*[List in detail all procedures to be taken by those employees who must remain behind to care for essential plant operations until their evacuation becomes absolutely necessary.]*

Table Number contains the list of work areas and personnel that are considered critical operations.

*[Modify the table as applicable to your organization.]*

***Table***Number***--Critical Operations Assignments***

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Area** | **Name** | **Job Title** | **Description of Assignment** |
| Area | Name | Title | Description |
| Area | Name | Title | Description |
| Area | Name | Title | Description |
| Area | Name | Title | Description |

Personnel involved in critical operations may remain on the site by permission of the site- designated official or Name. In case the emergency situation will not permit any personnel to remain at the facility, the designated official or other assigned personnel will notify Name to initiate backups.

**Training**

Name will designate and train a sufficient number of Evacuation Monitors and Designated Assistants to assist in the safe emergency evacuation and to conduct a thorough post-evacuation accountability of all personnel. Monitors will be trained in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked. Designated Assistants will 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.

Name will train employees designated to perform emergency shutdowns how to recognize when to abandon the operation or task and evacuate themselves before their exit route is blocked.

Name will review the plan with each employee covered by the plan:

• When the plan is first implemented

• When an employee is assigned initially to a job

• Whenever the designated actions or responsibilities of an employee covered under the plan change

• When the plan is revised due to changes such as:

–Layout or design of facility changes.

–New types of hazards that require special actions are introduced.

–New equipment, hazardous materials, or processes will affect evacuation routes.

–Emergency procedures are revised or updated.

Emergency Evacuation Drills

All employees will participate in emergency evacuation drills as follows:

• When the fire alarm signal sounds, promptly leave work areas and proceed to the nearest exit.

• Elevators will not be used, except under the direction of the fire department.

• Proceed to the designated assembly area. Do not go to cars or otherwise leave the assembly area until notified to do so by proper authorities.

• After the drill, employees will be reminded to know their alternate exits.

See Attachment [ Number] for the form to evaluate your fire evacuation drill .

***Recordkeeping***

A record of EAP training for employees will be maintained for Duration at Location.