Using this Template

The following template can be used to help your organization develop a written Emergency Action Plan. This template **cannot** be used as is – you must customize the template to meet the needs of your organization. We have made this template easier for you to customize by adding visual prompts that identify some areas where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization's needs – for example, department names, job titles and listed responsibilities and procedures.

Example:

<COMPANY NAME>

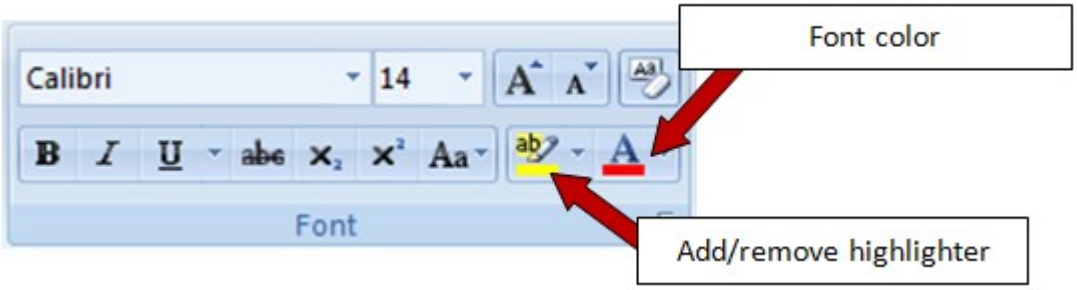
Emergency Action Plan

becomes

XYZ Company

Emergency Action Plan

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text and click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several "Check Your Understanding" text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select "cut."

Disclaimer. *This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. EMC does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. EMC will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.*

<COMPANY NAME>

Emergency Action Plan

Check Your Understanding. Almost every type of business is required by the Occupational Safety and Health Administration (OSHA) to have an Emergency Action Plan 29 CFR 1910.38(a) An Emergency Action Plan is a written document that guides employers and employees initial actions during workplace emergencies such as fires, hazardous chemical releases and severe weather. A well-developed Emergency Action Plan and employee training can result in fewer and less severe injuries and less damage to facilities during emergencies.

Plans should include site-specific information on possible emergency scenarios, evacuation procedures, emergency reporting mechanisms and alarm systems. For smaller organizations of 10 or less employees an informal plan is appropriate. For additional information, refer to the Emergency Action Plan document from EMC Insurance Companies or review OSHA's Evacuation Plans and Procedures eTool.

Revision History

<Revision 1 – October 2015>

Purpose and Scope

The purpose of <Company Name's> Emergency Action Plan is to provide guidance and instructions for responding to workplace emergencies, with the primary goal of ensuring employee and visitor safety and protecting property. This Emergency Action Plan applies to all <Company Name> employees, volunteers, visitors and contractors.

Program Responsibilities

Management. The management of <Company Name> is committed to the safety of its employees, visitors and contractors. Management supports the efforts of the Program Administrator by pledging financial and leadership support. Management will regularly communicate with employees about the program.

Program Administrator. The Program Administrator reports directly to upper management and is responsible for this plan. All evaluations, controls and training are coordinated under the direction of the Program Administrator in collaboration with management and employees. The Program Administrator will also:

- Identify emergency situations that may affect our organization and determine the appropriate course of action before, during and after those emergencies
- Ensure each department or functional area has a copy of the plan
- Schedule employee training and ensure new hires are properly trained on the plan
- Schedule drills and tabletop exercises
- Activate appropriate emergency procedures when necessary
- Notify and coordinate response actions with local emergency responders
- Periodically review the plan and update as needed
- Direct the shutdown of utilities or specific plant processes as necessary

Check your understanding. First responders are specially trained employees who have volunteered to assist in medical emergencies until community emergency responders arrive.

First Responders. All <Company Name> first responders will:

- Attend Emergency Action Plan training

- Attend annual first aid/CPR/AED and bloodborne pathogens training
- Follow all Bloodborne Pathogens Program requirements
- Follow emergency procedures and assist in the event of a medical emergency
- Ensure employee medical information obtained during their duties remains confidential

A list of first responders can be found in **Appendix F**.

Check Your Understanding. Your organization's control of an incident will likely change once official emergency responders arrive on the scene. Emergency responders are knowledgeable in the incident command system (ICS) and may be better equipped to coordinate the response. It is critical that your staff work together with all segments of the community emergency responders in advance of an incident to plan how your initial response would transition once emergency responders arrive.

Area/Floor Coordinators. <Company Name> area/floor coordinators are employees who have volunteered to assist in communicating the Emergency Action Plan to other employees in their immediate area. Additionally, these employees will communicate the evacuation status of their area to the Program Administrator during drills and actual incidents. Area coordinators will also:

- Attend Emergency Action Plan training
- Assist employees in their area in the safe and orderly evacuation of the building
- Assist employees in their area to the proper shelter-in-place locations
- Understand the alarm systems and emergency equipment
- Review emergency procedures with new employees in their area
- Communicate to the Program Administrator where employees in need of assistance are located
- Know primary and secondary exit routes
- Know the location of hazardous items in their area, such as flammables, radioactive materials, etc.

A list of coordinators can be found in **Appendix E**.

Managers and Supervisors. Managers and supervisors of <Company Name> will:

- Attend Emergency Action Plan training
- Ensure employees in their area have received training on the Emergency Action Plan
- Maintain an updated list of employees noting those with special assistance needs

Employees. Every <Company Name> employee is responsible for conducting himself/herself in accordance with this plan. All employees will:

- Attend Emergency Action Plan training
- Follow all procedures in the plan and all alarms or verbal instructions given during an emergency
- Become familiar with evacuation routes, assembly areas and shelter locations
- Respond to all emergencies in an orderly manner

Check Your Understanding. Employees with disabilities or special assistant needs should notify their supervisor and area/floor coordinator of any assistance they require to safely evacuate or move to shelter-in-place locations. This includes those who are mobility impaired, visually impaired, hearing impaired, temporarily impaired, mentally impaired and/or those employees who have a health condition which may be aggravated by evacuating down stairs or through smoke-filled areas. Special procedures and/or assistance may be needed to ensure the affected employees are notified of the emergency and the need to evacuate or shelter-in-place.

Emergency Reporting

During an emergency, employees who are in a position to safely communicate should call 911 and have another person call the <Security Operations Center at 555-555-5555>.

Check Your Understanding. Dialing 911 is the most common method for reporting emergencies, but internal numbers may also be used depending on your situation. Proper emergency numbers should be posted on or near each phone. Instructions for using any internal intercom systems should also be posted so that emergency announcements can be made.

Alarms

<Company Name> uses <audible horns, strobes and voice announcements> to communicate emergencies to employees. See **Appendix A** for details on all emergency alarms.

Employee Contact Information

Employee emergency contact information is maintained by Human Resources and can be accessed by any HR or senior management officer. This information is confidential and will not be shared with the general employee population or public.

Drills and Tabletop Exercises

<Company Name> uses drills and tabletop exercises to test our emergency response protocols and communication capabilities, and allow employees to become familiar with the procedures, exit routes and assembly areas.

Drills. Each <Company Name> location will perform the following drills annually.

- Fire drill – March and September
- Severe weather drill – April
- Lockdown drill – January and July
- Drill of choice from emergency plan - October

Prior to each drill, the Program Administrator will identify personnel to assume command of the drill and post-drill activities. Records of drills will be logged using the form in **Appendix D.**

During each drill the Program Administrator will identify:

- Gaps or weaknesses in emergency procedures
- Notification and communication system problems
- Opportunities for response speed and coordination improvements
- Problems with roles and responsibilities
- Opportunities for improvements amongst employees

After each drill, management and the Program Administrator will evaluate and document the drill results, noting any particular problems or concerns. They will establish an improvement plan with detailed goals and assign tasks to those affected with clear, specific deadlines.

Check Your Understanding. Tabletop exercises are group discussions of scenarios in a relaxed, low-stress environment that provide the opportunity to practice dealing with emergencies. Tabletop exercises should test all elements of the emergency plan. These exercises are useful in evaluating emergency procedures before an actual emergency incident occurs. Limit participants initially but consider adding local emergency responders later in the process.

Tabletop Exercises. The Program Administrator will coordinate tabletop exercises twice a year at each location to test elements of the Emergency Action Plan. The exercise should be determined based on drill results or other observed elements needing improvement. If no improvement opportunities are identified, then use a high-hazard scenario. <Company Name> will use the FEMA tabletop model.

Employee Training

General Training Requirements. All employees will receive training on the following Emergency Action Plan elements within the first 30 days of employment and annually thereafter:

- Emergency reporting procedures
- Alarms/notices/announcements
- Exits/shelters/assembly locations
- Emergency duties and responsibilities

All training will be recorded on the Employee Training Record Form located in **Appendix C**.

Periodic Program Review

The Program Administrator will conduct an annual review to assess the plan's effectiveness. The review will consider the following:

- Any newly identified hazards or threats
- Changes in facility processes or layout
- Lessons learned from drills and/or tabletop exercises

The annual review report will be submitted to management using the form in **Appendix B**.

Record Retention

<Company Name> will maintain the Emergency Action Plan training records and emergency drill logs for <number> years. All Emergency Action Plan records will be kept by the Program Administrator.

> ***Check Your Understanding.*** There are currently no requirements for Emergency Action Plan report retention. Your company must determine the time period for record retention.

<COMPANY NAME>

Employee Emergency Handbook

<Insert company logo if desired>

<Address of facility this plan addresses>

<Date of Plan>

Emergency Numbers

Fire or Police _____ 911

Emergency Medical Services_____ 911

Security Office_____ <555-555-5555>

Building Maintenance_____ <555-555-5555>

Poison Control Center_____ 800-222-1222

Gas Company_____ 911

Electric Company_____ <555-555-5555>

Public Works_____ <555-555-5555>

Emergency Personnel

Program Administrator:

<Name: _____ Phone: (_____)>

Area/Floor Coordinators:

<Area/Floor: Name: _____Phone: (_____)>

<Area/Floor: Name: _____ Phone: (_____)>

Assistants To Physically Disabled:

<Name: _____Phone: (_____)>

<Name: _____ Phone: (_____)>

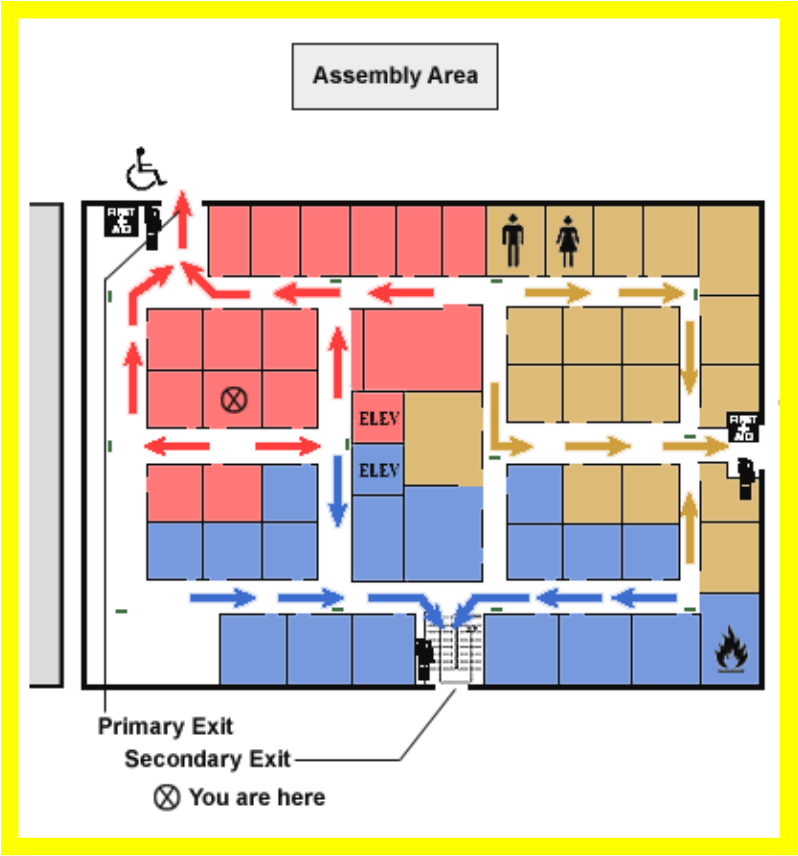
Evacuation Routes/Shelters

Evacuation route maps are posted in each work area. The maps illustrate:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Locations of fire alarm pull stations
5. Assembly areas

All personnel are expected to know at least two evacuation routes and their designated assembly area.

<Insert evacuation route/assembly area diagram here>



Fire

1. Immediately and calmly evacuate the building. Go to the nearest exit**.** Do not use the elevators. If the fire alarm is not activated, pull the fire alarm on the way out of the building. If the fire alarm doesn't sound or if a pull station is not nearby, communicate that everyone should begin to calmly evacuate the building.

2. Call 911 when safe and provide the dispatcher with the following information:

   a) Address of the facility

   b) Your name

   c) If there are injuries, the size of the fire and other pertinent information

3. Go to your designated assembly area as indicated on the evacuation route/areas of assembly map.

4. Area/floor coordinators will communicate to the emergency team the evacuation status of the floor or area.

5. Stay where you are. Do not leave your assembly area until your supervisor or area/floor coordinator directs you to do so.

Fire Alarm Information

1. <A tone will sound three times and an initial automated announcement will be made – *"May I have your attention please. May I have your attention please. There has been an emergency reported in the building. While this report is being verified, please remain at your workstation. Wait on your floor for further instructions."*

2. If an actual fire is occurring and evacuation is necessary, a tone will sound three times and an announcement will be made – *"Attention. Attention. Evacuate the building."* This message will repeat three times.

3. If a fire occurred, but was immediately extinguished by the automated fire sprinkler system, you will hear the following announcement – *"Attention. An incident has occurred on/in _____. The situation has been resolved. Please return to work."*>

Severe Weather

Tornado:

<Company Name> monitors the weather via a weather radio. The following announcement will be made whenever <Enter Town or County Name> is placed under a tornado warning by the National Weather Service.

<A tone will sound three times and an automated announcement will be made – *"May I have your attention please. May I have your attention please. A tornado warning has been issued for this area. A tornado warning has been issued for this area. Please seek immediate shelter in your designated shelter area."*>

1. When a warning is issued, seek shelter in a designated area.
2. Stay in the designated shelter area until released. The Program Administrator will make the determination to return to work.
3. As more information is learned, additional announcements will be made.

   Time Announcement

   <"Attention. The tornado warning issued for our area extends until time indicated. Please remain in your shelter area. Please do not use the elevators and stay away from windows.">

   All Clear Announcement

   <"Attention. The tornado warning (has expired/has been cancelled) for our area. You may return to your normal activities.">

Earthquake

1. In the event of an earthquake stay calm and seek shelter under sturdy furniture, in doorways or outside.
2. Keep away from overhead fixtures, windows, filing cabinets and electrical power sources.
3. Evacuate the building as soon as possible after the earthquake.
4. Go to your designated assembly area as indicated on the evacuation route/areas of assembly map.
5. Area/floor coordinators will communicate the evacuation status of the floor or area to the emergency team.
6. Stay where you are. Do not leave your assembly area until your supervisor or area/floor coordinator instructs you to do so.

Lockdown

If you are in the immediate vicinity of active violence, evacuate or hide out.

- Attempt to evacuate the building if there is a safe, accessible escape path.
- If evacuation is not possible, find a place to hide where the perpetrator is less likely to see or find you.
- Once out of the building or hidden, call 911. Have another person call <555-555-5555> to alert the building security.

Evacuate

- If you decide to evacuate, do so whether others agree to follow or not
- Leave belongings behind
- Alert others to the danger as you evacuate
- Follow the instructions of any police officers
- Do not attempt to move wounded people

Hide Out

- Get out of sight
- Seek shelter in offices or other areas with doors
- Lock the door if possible, or blockade the door with furniture
- Silence your cell phone and turn off any other noise sources
- Hide behind large items
- Remain quiet until resolution message is announced

Lockdown Announcement

Upon notification of an active violence event in the facilities, security will make the following building-wide announcement:

<"Lockdown. Lockdown. There is an active threat in the building. Seek safety immediately." (Repeat)>

Upon resolution of the threat, security will make the following building-wide announcement:

<"Attention. Attention. The emergency in the building has been resolved. Return to your normal activities if possible and contact your supervisor for further information.">

Interacting with Law Enforcement

Law enforcement's role is to stop the active violence as quickly as possible. Officers will proceed directly to the area in which the perpetrator was last seen, last shots were heard, etc. Officers may shout commands and may push employees to the ground for their safety.

- Follow all officers' instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements towards officers

Chemical Spill

Small Spills

1. Notify the Program Administrator and/or your supervisor.
2. Secure the area (with caution tapes or cones) to prevent other personnel from entering.
3. Deal with the spill in accordance with the instructions described in the product's safety data sheet (SDS).
4. Wear all PPE required in the SDS.

Large Spills

1. Immediately notify the Program Administrator and call 911 if necessary.
2. Contain the spill with the equipment in the spill containment containers.
3. Secure the area to prevent others from entering and alert all site employees.
4. Do not attempt to clean up the spill.
5. Attend to injured employees.
6. Contact <spill clean-up company> at <555-555-5555> to perform a large chemical spill cleanup.
7. Evacuate building if necessary.

Spill emergency equipment is found at the following locations:

- Spill containment containers – <maintenance office, security office and tool crib>
- PPE – <maintenance office, tool crib and Program Administrator's office>
- SDS – <online at "SDS Emergency" and Program Administrator's office>

Critical Processes

During some limited emergencies it will be necessary for some specially-assigned personnel to remain at their work areas to perform critical operations with the permission of the Program Administrator.

Processes or operations that must be shut down before total building evacuation are listed below. Emergency shutdown procedures are documented at the machine and available in the Program Administrator's office. Employees in charge of these critical functions and at least two backups will be trained on emergency shutdown procedures. These employees have received training in recognizing when to abandon shutdown and evacuate.

Equipment/ Process	Shutdown No.	Authorized Personnel	Emergency	Special Conditions

Appendix B – Annual Program Evaluation Report

Date of Evaluation:	Evaluated By (list all present):
Written Program Reviewed: Yes No	
Comments on written program:	
The following specific procedures have been reviewed:	
The following specific procedures were modified:	
The following specific procedures were added:	
Comments:	

Appendix C – Training Record For The Emergency Action Plan

The following individuals received training on the Emergency Action Plan.

Print Name	Sign Name

The undersigned conducted training in accordance with <Organization's> Emergency Action Plan.

Print Instructor's Name	
Instructor's Signature	
Instructor's Title	
Date of Training	

Appendix D – Drill Schedule and Log

Company Location _____ **Manager** _____

Fire/Evacuation Drills: Practice using secondary evacuation routes once per year.

Date Scheduled	Date Conducted	Weather Conditions	# Of Participants	Evacuation Time	Comments

Severe Weather Drills

Date Scheduled	Date Conducted	Weather Conditions	# Of Participants	Shelter Time	Comments

Other Drills: shelter-in-place, etc.

Date Scheduled	Date Conducted	Weather Conditions	# Of Participants	Time To Safety	Comments

Appendix E – List of Floor Coordinators

Name of Employee	Area or Floor	Supervisor

Appendix F – List of First Responders

Name of Employee	Area or Floor	Supervisor