Emergency Action Plan

Purpose

[Insert company] is dedicated to the protection of its employees from emergencies such as tornadoes and fires. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

[Optional verbiage-review if needed]

OSHA's Emergency Action Plan requirements, found at 29 CFR 1926.35, require [Insert company] to have a written Emergency Action Plan (EAP). This EAP addresses emergencies that our company expects may reasonably occur at any of our construction sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Administrative Duties

[Insert name or title] (or designee) is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions;
- Notifying the proper rescue and law enforcement authorities, and the building owner/superintendent in the event of an emergency affecting the facility;
- Taking security measures to protect employees;
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied;
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee;
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan;
- Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid;
- Deciding which emergency response to initiate (evacuate or not);
- Ensuring that equipment is placed and locked in storage rooms or desks for protection;
- Maintaining records and property as necessary; and
- Ensuring that our facility meets all local fire codes, building codes, and regulations.

[Insert name or title] is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from [Insert name or title] in (enter your answer).

[Insert name or title] has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

(enter your answer)

The following personnel can be contacted regarding further information about the written Emergency Action Plan or an explanation of duties under this plan:

(enter your answer)

Key management personnel home telephone numbers are kept in a safe place, (enter your answer), for immediate use in the event of an emergency. These telephone numbers include:

[Edit table as needed]

Key management member:	Telephone number:

These telephone numbers of key management personnel have been distributed to the following persons to be retained in their homes for use in communicating an emergency occurring during non-work hours:

[Edit table as needed]

Name:	Title:

[Optional verbiage-review if needed]

Our building houses several places of employment, so we have set up a building-wide EAP including all employers in the building. [Insert company] has informed its employees of their duties and responsibilities under the plan. The standardized plan is kept by [Insert name or title] and is accessible by affected employees at:

[Edit table as needed]

Name of company:	Location of plan:

If, after reading this plan, you find that improvements can be made, please contact the Plan Administrator, [Insert name or title]. We encourage all suggestions because we are committed to the success of our Emergency Action Plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Alarms

Different emergencies call for different alarms to indicate what actions employees should take. [Insert company] has established an employee alarm system. [Optional verbiage-review if needed]We have 10 or fewer employees, therefore we use direct

voice communication as our means for alarming employees of an emergency. We will use the tornado alarm to warn employees of tornado (enter your answer).

[Optional verbiage-review if needed]

Because we use a communication system as an alarm system, all emergency messages have priority over all non-emergency messages.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies:

[Edit table as needed]

Emergency responder:	Telephone number:

Emergency Reporting and Weather Monitoring Procedures

In the Event of an Emergency Requiring Evacuation

When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should (enter your answer). (enter your answer) will notify the (enter your answer) Fire Department.

Our backup method for reporting emergencies that require evacuation includes the following:

(enter your answer)

In the Event of a Tornado Watch

We monitor tornadoes by (enter your answer).

Our backup method for monitoring tornadoes includes the following:

(enter your answer)

[Optional verbiage-review if needed]

Other emergency reporting or weather monitoring procedures include:

(enter your answer)

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Plan Administrator's authority in determining whether employees should remain inside or evacuate.

At this company, the following types of emergency evacuations exist:

(enter your answer)

Our emergency evacuation procedures and assignments are designed to respond to many potential emergencies that require them, including: (enter your answer).

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

(enter your answer)

[Optional verbiage-review if needed]

See the appendices for a copy of the building plans with exit route assignments for each group evacuating an area or building.

Once evacuated, employees are to head toward their designated exterior or safe area, where a head count will be performed, and further instructions given. Following is a list of exterior refuges/safe zones:

[Edit table as needed]

Departmental group:	Designated safe area:

Procedures to Account for Employees

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. A list of trained personnel appears below:

[Edit table as needed]

Name/title:	Department:	Shift:

This list indicates a sufficient number of employees who have been designated by the company and trained to:

- Direct and assist in safe and orderly emergency evacuation,
- Provide guidance and instruction for all types of emergency situations,
- Be aware of employees with special needs who may require extra assistance,
- Use the buddy system, and
- Avoid hazardous areas during an emergency evacuation.

The list of trained personnel includes at least one person from every area for every shift. This means that every trained evacuation person is responsible for seeing to

approximately (enter your answer) evacuated employees. The trained personnel also serve as a resource of information about emergency procedures and conduct head counts once evacuation is complete.

Frontline supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, as well as suppliers, customers, and other non-employees on the premises, when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. We have described each frontline supervisor's employee/non-employees tracking method below:

[Edit table as needed]

Name of supervisor:	Department:	Shift:	Tracking method:

Each department reports to their respective representative as follows:

(enter your answer)

Once each evacuated group of employees have reached their evacuation destinations, each trained evacuation employee:

- Takes roll of his or her group,
- Makes sure all persons are accounted for,
- Reports in to a central checkpoint managed by (enter your answer), and
- Assumes role of department contact to answer questions.

Head count results should be given to the (enter your answer) Fire Chief or firefighter, if requested.

Other duties provided by the trained personnel during an emergency evacuation include the following:

(enter your answer)

No employees are to return to the buildings until advised by (enter your answer) or designee (after determination has been made that such re-entry is safe). If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions. If an emergency incident expands, the EAP Administrator may send employees home by normal means or provide them with transportation to an offsite location.

Non-Evacuation Emergency Procedures

[Insert company] has the following non-evacuation procedures:

(enter your answer)

Responding to a tornado alarm

In the event of a tornado, it is corporate policy to provide emergency warning and shelter. Once employees are made aware of a tornado situation, they are to follow these procedures:

(enter your answer)

Employees should stay away from windows, but stay inside the building they are in. The following is a table with shelter assignments listed:

[Edit table as needed]

Group/Department:	Assigned Shelter:

Employees are not to leave the shelter or return to their regular duties until the all clear is given.

(enter your answer) will determine when it is safe for employees to leave their tornado shelter and return to work. At that time, the Plan Administrator will (enter your answer).

If there is structural damage, the Plan Administrator will (enter your answer).

If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions.

[Optional verbiage-review if needed]

Critical Operations

[Insert company] has critical operations that **cannot** be shut down for emergencies. These operations include the following:

(enter your answer)

The employees who are designated to remain behind during evacuation to care for critical plant operations include the following:

[Edit table as needed]

Name (or title):	Department:	Plan system operated:

The procedures to be taken by those employees who have been selected to remain behind to care for essential plant operations until their evacuation becomes absolutely necessary include the following:

(enter your answer)

Plan Administrator Duties

During an emergency, [Insert name or title] will do the following:

(enter your answer)

Rescue and First Aid

Rescue and first aid may be necessary during emergency situations. Circumstances calling for rescue and/or first aid include:

[Edit table as needed]

Circumstances:	Procedures:

[Optional verbiage-review if needed]

Emergency Response Team (ERT) members are responsible for performing rescue duties in case of an emergency requiring rescue. Members of the ERT include:

[Edit table as needed]

Name (or title):	Department:	Shift:

[Optional verbiage-review if needed]

Designated first aid responders are to provide first aid assistance within their capabilities to employees requiring it during emergency situations. Designated first aid responders include the following individuals:

[Edit table as needed]

Name (or title):	Department:	Shift:

Appropriate first-aid supplies have also been provided.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

Training

Our Plan Administrator reviews the Emergency Action Plan with each of our employees at the following times:

- Initially when the plan is developed,
- Whenever a new employee is hired,
- Whenever the employee is assigned initially to a job,
- Whenever an employee's responsibilities or designated actions under the plan change,
- Whenever new equipment, materials, or processes are introduced into the workplace,

- Whenever the layout or design or the facility changes, and
- Whenever the plan is changed.

The training includes the following: (enter your answer)

The information in this plan is not intended for casual reading, but is intended to get the appropriate message across. We present the material for training in the following manner: (enter your answer)

[Optional verbiage-review if needed]

We communicate the contents of this plan through a briefing delivered by supervisors followed by a demonstration.

[Optional verbiage-review if needed]

[Optional verbiage-review if needed]

We communicate the contents of this plan through a presentation followed by a drill.

[Insert company] performs drills for the following emergencies: (enter your answer)

We hold these drills at least (enter your answer).

After a drill, the Plan Administrator judges the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. For example, they may discover doors that would not open; they may enter storage closets instead of exiting; they may get lost and confused or they may carry a suspicious package through the facility. These are the types of things the Plan Administrator needs to hear about after a drill. That way, they can be addressed before a real emergency.

[Optional verbiage-review if needed]

Emergency Equipment and Support

Our company provides the following equipment and support for use by our trained personnel during emergencies:

(enter your answer)

[Optional verbiage-review if needed]

Appendices

We have attached to this Emergency Action Plan, the following documents for reference to ensure a better understanding of our written program: (enter your answer).

[Optional verbiage-review if needed]

Employees designated to remain behind to operate critical plant operations during an emergency include the following: (enter your answer)

[Optional verbiage-review if needed]

The types of emergency action plans we have at this facility include the following: (enter your answer)