

# Emergency Action Plan Sample Written Program



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# Emergency Action Plan Sample Written Program

## 29 CFR 1910.38



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The following Emergency Action Sample Written Program is provided as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration (OSHA) standard [29 Code of Federal Regulations \(CFR\) 1910.38](#). It is not intended to supersede the requirements of the standard. An employer should review the standard for particular requirements that apply to their situation and adjust this program to their specific company needs. An employer will need to add information relevant to their work processes to develop an effective, comprehensive program. There are example statements in this program that should be removed and replaced with employer-specific information.

### Instructions:

This fillable publication is designed as a template to allow employers to customize an Emergency Action Plan Sample Written Program by replacing the blank boxes with their company's name, responsible individual(s) assigned to meet the OSHA standard, and other information as requested. Before creating this plan, read OSHA's Emergency Action Plan, [29 CFR 1910.38](#).

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# Sample Written Emergency Action Plan

## Objective

### Emergency Action Plan for

#### Last Revised:

The objective of this Emergency Action Plan is to comply with OSHA's Emergency Action Plan Standard ([29 CFR 1910.38](#)) and to prepare employees for dealing with emergencies. This plan outlines the steps and procedures to be followed. It contains details on who to contact, evacuation routes, emergency meeting locations, and emergency equipment locations. It is designed to minimize injury, loss of human life, and company resources by assigning responsibilities during an emergency, ensuring that employees are properly trained, and that the needed equipment is available and maintained. This plan applies to all emergencies that may reasonably be expected to occur at

## Assignment of Responsibility

### **Emergency Plan Manager**

will manage the Emergency Action Plan for . The Emergency Plan Manager will also maintain all training records regarding this plan. The Plan Manager is responsible for scheduling the routine tests of the company's emergency notification system with the appropriate authorities.

The Emergency Plan Manager will also coordinate with local public resources, such as the fire department and emergency

medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action Plan.

### **Emergency Plan Coordinators**

Emergency Plan Coordinators are as follows:



Bldg. Number/ Section/Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #

The Emergency Plan Coordinators are responsible for implementing the procedures in this plan in their designated areas in an emergency. **(Note: Coordinators may also be given the responsibility of accounting for employees or visitors after an evacuation.)**

The following people will be responsible for assisting employees who have disabilities or who do not speak English during evacuation:

Bldg. Number/ Section/Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #



## Management

will provide adequate controls and equipment that, when used properly, will reduce or eliminate the risk of injury to employees in an emergency. Management will review this plan regularly to ensure proper adherence.

## Supervisors

Supervisors will follow, and ensure that their employees are trained in, the procedures in

this plan.

## Employees

Employees are responsible for following the procedures in this plan.

## Contractors

Contract employees are responsible for complying with this plan, and will be given the training described in the plan by

# Plan Implementation

## Reporting Fire and Other Emergency Situations

All fires and other emergencies will be reported as soon as possible to

by one of the following means:

1. verbally, as soon as possible during normal work hours; or
2. telephone, after normal work hours, or on weekends.

To eliminate confusion and false alarms, the following responsible person(s) are authorized to contact community emergency response personnel:

Type of Emergency Responder	Person(s) Responsible for Contacting Emergency Responders	Contact Information for Responsible Person(s)
Fire		
Police/Sheriff		
Ambulance/EMS		

If the responsible person(s) cannot be reached, any individual with knowledge of a fire or other emergency may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

## Informing Employees of Fires and Other Emergencies

In the event of a fire or other emergency, will ensure that all employees are notified as soon as possible using the building alarm system (which includes audible and visual alarms, 24 hours a day).

will provide special instructions to all employees via the public address system.



If a fire or other emergency occurs after normal business hours, will contact all employees not on shift to provide future work status, depending on the nature of the situation.

### **Corporate Notification**

will contact the public relations department as soon as possible if media coverage of the situation is expected.

will also contact the Corporate Official(s) as soon as possible with information on employee injuries, loss of life, cargo losses, or property damage or theft.

### **Emergency Contact Information**

will maintain a list of all employees' personal emergency contact information and will keep the list in for easy access in an emergency.

### **Evacuation Routes**

Emergency evacuation escape route plans (see Appendix A) are posted in throughout . If a fire or emergency alarm is sounded or instructions for evacuation are given, all employees (except those responsible for securing property and equipment) must immediately exit the building(s) at the nearest exits as shown in the escape route plans and must meet as soon as possible at the . Employees with offices must close the doors (unlocked) as they exit the area.



Mobility-impaired employees and their assigned assistants will gather at the

within the building to ensure safe evacuation in a pre-determined fashion.

### **Securing Property and Equipment**

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records or shutting down equipment to prevent the release of hazardous materials). Only the following people may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.



Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the

### **Advanced Medical Care**

Under no circumstances may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals, or designated people, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

### **Accounting for Employees and Visitors After an Evacuation**

Once an evacuation has occurred, the responsible person(s) will account for each employee or visitor assigned to them at the

Each employee is responsible for reporting to the appropriate responsible person(s) so an accurate head count can be made. All

employee counts will then be reported to the Emergency Action Plan Manager as soon as possible.

### **Re-entry**

Once the building has been evacuated, no one may re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All employees must remain at the designated assembly area until the fire department or other emergency response agency notifies that either:

1. the building is safe for re-entry, in which case personnel will return to their workstations; or
2. the building or assembly area is not safe, in which case  
  
will instruct personnel on how or when to vacate the premises.

### **Sheltering in Place**

If chemical, biological, or radiological





contaminants are released into the environment in such quantity or proximity to

authorities or might determine that it is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status through a public address system or other means of immediate notification available at the worksite.

1. will immediately close the business. If customers, clients, or visitors are in the building, they will be advised to stay in the building for their safety.
2. Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.
3. will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice-mail or an automated attendant will be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
4. will quickly lock exterior doors and close windows, air vents, and fireplace dampers.  
  
familiar with the building's mechanical systems will turn off, seal, or



disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion,

must close window shades, blinds, or curtains.

5. will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at

and will take them to the

within the building. (Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to sit. Avoid overcrowding by selecting several



rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from the outdoors. It is ideal to have a hard-wired telephone in the room(s) selected. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if needed to report a life-threatening condition.)

6. All employees, customers, and visitors will move immediately to within the building.

will seal all windows, doors, and vents with plastic sheeting and duct tape.

- 7.

will write down the names of everyone in the room and will call

to report who is in the room, and their affiliations with

(employee, visitor, client, customer, etc.)

8. will monitor telephone, radio, television, and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

### **Severe Weather**

The Emergency Action Plan Manager will announce severe weather alerts (such as tornadoes) by public address system or other means of immediate notification available at the worksite. All employees will immediately retreat to until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

## **Training**

### **Employee Training**

All employees will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

- when there are any changes to the plan or facility;
- when an employee's responsibilities change; and
- annually, as refresher training.

Items for review during the training include:

- proper housekeeping;
- fire-prevention practices;
- fire extinguisher locations, usage, and limitations;
- threats, hazards, and protective actions;
- means of reporting fires and other emergencies;



- names of Emergency Action Plan manager and coordinators;
- individual responsibilities;
- alarm systems;
- escape routes and procedures;
- emergency shut-down procedures;
- procedures for accounting for employees and visitors;
- closing doors;
- sheltering in place;
- severe weather procedures; and

- Emergency Action Plan availability.

### ***Fire/Evacuation Drills***

Fire/evacuation drills must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if the physical properties of the business change, processes change, or it is otherwise deemed necessary.

### ***Training Records***

will document all training for this plan and will maintain records at

## **Plan Evaluation**

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by . Following each fire drill, will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.



# Appendix A:

## Emergency Action Plan Checklist

### General Issues

<input type="checkbox"/>	Does the plan consider all natural or human-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/>	Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that might exist and could cause an emergency.
<input type="checkbox"/>	Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	Brainstorm worst-case scenarios. Ask yourself what you would do, what the likely impact on your operation would be, and what the device-appropriate responses would be.
<input type="checkbox"/>	Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system, such as a cellular phone or a portable radio unit, so that contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/>	Does the plan contain the names, titles, departments, and telephone numbers of people to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for people responsible for implementing the plan.
<input type="checkbox"/>	Does the plan address how rescue operations will be performed?	Unless you are a large employer handling hazardous materials and processes, or you have employees regularly working in hazardous situations, you will probably rely on local public resources, such as the fire department, which is trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained people may endanger themselves and those they are trying to rescue.
<input type="checkbox"/>	Does the plan address how medical assistance will be provided?	Most small employers do not have a formal internal medical program and instead make arrangements with nearby medical clinics or facilities to handle emergencies. If an infirmary, clinic, or hospital is not close to your workplace, ensure that the onsite person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within three to four minutes of the accident. Consult a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so that transportation is readily available for emergencies.



<input type="checkbox"/>	<p>Does the plan identify how or where personal information on employees can be obtained in an emergency?</p>	<p>In an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, names and telephone numbers of their next of kin, and medical information.</p>
<p><b>Evacuation Policy and Procedures</b></p>		
<input type="checkbox"/>	<p>Does the plan identify the conditions under which an evacuation would be necessary?</p>	<p>The plan should identify situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation needed may be different for different types of hazards.</p>
<input type="checkbox"/>	<p>Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?</p>	<p>It is common practice to select a responsible person to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and that they understand that this person has the authority to make decisions during emergencies. The coordinator is responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing the shutdown of utilities or plant operations if necessary.</p>
<input type="checkbox"/>	<p>Does the plan address the types of actions expected of various employees for the types of potential emergencies?</p>	<p>The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.</p>
<input type="checkbox"/>	<p>Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation?</p>	<p>Consider including locations where to shut down utilities, such as electrical and gas utilities, for all or part of the facility. All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.</p>
<input type="checkbox"/>	<p>Does the plan outline specific evacuation routes and exits, and are these posted in the workplace where they are easily accessible to all employees?</p>	<p>Most employers create maps from floor diagrams with arrows that designate exit route assignments. These maps should include locations of exits, assembly points, and equipment (such as fire extinguishers, first-aid kits, and spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well-lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.</p>
<input type="checkbox"/>	<p>Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees?</p>	<p>Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or to unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.</p>



<input type="checkbox"/>	<p>Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?</p>	<p>Many employers designate evacuation wardens to help move employees from dangerous to safe areas during an emergency. Generally, one warden for every 20 employees is adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as for ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and alternative escape routes. Employees designated to assist in emergencies should 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.</p>
<input type="checkbox"/>	<p>Does the plan address how visitors will be accounted for and assisted in evacuation?</p>	<p>Some employers have all visitors and contractors sign in when entering the workplace. The hosts or area wardens, if established, are often given the task of helping visitors and contractors evacuate safely.</p>

**Reporting Emergencies and Alerting Employees in an Emergency**

<input type="checkbox"/>	<p>Does the plan identify a preferred method for reporting fires and other emergencies?</p>	<p>Dialing 911 is a common method for reporting emergencies if external responders are used. Internal numbers may be used and are sometimes connected to intercom systems so that coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.</p>
<input type="checkbox"/>	<p>Does the plan describe the method used to alert employees, including disabled workers, to evacuate or take other action?</p>	<p>Make sure alarms are distinctive and recognized by all employees. Sequences of horn blows or different types of alarms (such as bells or horns) can be used to signal different responses or actions from employees. Consider making an emergency communications system available, such as a public address system, for broadcasting emergency information to employees. Ideally, alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace, including those who are blind or deaf. Otherwise, floor wardens or others must be given the task of ensuring that all employees are notified. Consider providing an auxiliary power supply in an electrical failure.</p>

**Employee Training Drills**

<input type="checkbox"/>	<p>Does the plan address if and how often drills will be conducted?</p>	<p>Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary. Include outside resources, such as fire and police departments, when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.</p>
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<input type="checkbox"/>	<p>Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and their actions?</p>	<p>Train employees when you develop your initial plan and when new employees are hired. Retrain employees when your plan changes due to a change in facility layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address:</p> <ul style="list-style-type: none"> <li>• individual roles and responsibilities;</li> <li>• threats, hazards, and protective actions;</li> <li>• notification, warning, and communications procedures;</li> <li>• emergency response procedures;</li> <li>• evacuation, shelter, and accountability procedures;</li> <li>• location and use of common emergency equipment; and</li> <li>• emergency shutdown procedures.</li> </ul> <p>You may also need to provide additional training to your employees (for example, first-aid procedures, and portable fire extinguisher use) depending on the responsibilities in your plan.</p>
<input type="checkbox"/>	<p>Does the plan address how and when retraining will be conducted?</p>	<p>If training is not reinforced, it will be forgotten. Consider retraining employees annually.</p>