Emergency Action Plan

Organization	
Facility name	
Facility address	
Plan coordinator (name, title, phone)	
Alternate coordinator(s) (name, title, shift, phone)	
Date adopted	
Date last reviewed	

> ***Note:*** *Complete each section for your facility. This template follows the minimum elements in OSHA 29 CFR 1910.38. Check your completed plan against any other OSHA standards, state requirements, and local fire codes that apply to your site. Employers with 10 or fewer employees may communicate the plan orally, but a written plan is still recommended.*

1. Purpose and scope

This emergency action plan describes the actions employees must take to protect themselves during fires and other emergencies at the facility listed above. It is intended to meet the requirements of OSHA 29 CFR 1910.38 and the following state or local requirements:

_____

Emergencies covered by this plan (check all that apply)

- ☐ Fire and smoke
- ☐ Severe weather (tornado, hurricane, winter storm)
- ☐ Flooding
- ☐ Earthquake
- ☐ Hazardous materials release (inside or near the facility)
- ☐ Utility failure (power outage, gas leak, water main break)

- ☐ Medical emergency
- ☐ Workplace violence or active threat
- ☐ Bomb threat or suspicious package
- ☐ Other: _____

Who this plan applies to

All employees, including full-time, part-time, temporary, and contract workers; employees who work remotely, alone, after hours, or off site; and visitors while they are on the premises.

2. Emergency and plan contacts

Required: 29 CFR 1910.38(c)(6)

> ***Note:*** *List the people employees can contact for more information about the plan or their duties under it. OSHA also recommends naming an alternate communications center in case the main facility is affected.*

Role	Name or title	Phone	Email or other
Emergency services (fire, police, EMS)		911	
Plan coordinator			
Alternate coordinator			
Contact for questions about plan duties			
Building management or landlord			
Electric utility			
Gas utility			
Water utility			
Poison Control (U.S.)		1-800-222-1222	
Alternate communications center			
Other			

3. Reporting emergencies

Required: 29 CFR 1910.38(c)(1)

- Any employee who discovers a fire or other emergency must call 911 first, then notify the plan coordinator.
- When calling 911, give the facility address, the exact location within the building, the nature of the emergency, the number of people injured, and any hazards responders should know about.

Coordinator phone or extension: _____

Fire alarm pull station locations: _____

_____

Other ways to report (internal number, intercom, panic button, safety app): _____

_____

How employees working alone, remotely, or off site report emergencies: _____

_____

Discreet alert method or code phrase for threats of violence: _____

4. Alarm and notification

Required: 29 CFR 1910.38(d) and 1910.165

> ***Note:*** *Each type of response needs a distinct, recognizable signal. Describe the signal for each one below.*

Signal (describe)	Meaning	What employees do
	Evacuate	Leave by the nearest safe exit and go to the assembly point.
	Shelter in place	Go to the designated shelter area (Section 6).
	Lockdown	Secure in place (Section 6).
	All clear	Return to work only when the coordinator announces it.

How employees with disabilities are notified: _____

_____

How employees the alarm does not reach are notified (remote, outdoor, after hours): _____

_____

Alarm system tested (how often, and by whom): _____

5. Evacuation procedures

Required: 29 CFR 1910.38(c)(2)

Who can order an evacuation (job titles): _____

_____

Any employee who discovers a fire should activate the alarm and evacuate without waiting for an order.

Evacuation maps are posted at: _____

Exit routes and wardens

Area or floor	Primary exit	Secondary exit	Warden (name or title)

When evacuating

- Leave immediately by the nearest safe exit. Do not stop to collect belongings.
- Close doors behind you if it is safe to do so.
- Do not use elevators unless directed by emergency responders.
- Go directly to the assigned assembly point and check in with your warden.
- Do not re-enter the building until the coordinator or fire department gives the all clear.

Help for employees who need assistance (assigned assistants, areas of refuge): _____

_____

_____

Visitors and contractors

Hosts are responsible for escorting their visitors out and accounting for them at the assembly point.

6. Shelter-in-place and lockdown

Severe weather

Shelter areas (interior rooms on the lowest floor, away from windows): _____

_____

- Stay in the shelter area until the coordinator announces the all clear.

Hazardous air release

- Close windows and exterior doors and move to an interior shelter area.

Who shuts down heating and air conditioning, and where the controls are: _____

_____

Lockdown (violence or active threat)

- If you can leave safely, do so, and call 911 when you are away from danger.
- If you cannot leave, lock or barricade the door, turn off lights, silence phones, and stay out of sight.
- Do not open the door until law enforcement, or the coordinator using a verified method, gives the all clear.

Rooms that can be secured for lockdown: _____

_____

7. Critical operations shutdown

Required: 29 CFR 1910.38(c)(3)

☐ No employees remain behind to operate critical equipment. All employees evacuate immediately.

☐ The employees listed below shut down critical equipment or utilities before evacuating.

Equipment or operation	Responsible (and alternate)	Shutdown steps and control location	Must evacuate by

Assigned employees must stop and evacuate immediately when: _____

_____

8. Accounting for employees

Required: 29 CFR 1910.38(c)(4)

Assembly point	Location
Primary	
Alternate	
Off-site (if the area is unsafe)	

- Wardens sweep their assigned areas, including restrooms, conference rooms, and storage areas, on the way out, if it is safe to do so.
- Anyone missing is reported to the coordinator, who gives responders the person's name and last known location. No one re-enters the building to search.

Headcount method (roster, visitor log, sign-in system): _____

Headcount reported to the coordinator within (minutes): _____

How remote, lone, and off-site employees confirm they are safe, and by when: _____

_____

9. Rescue and medical duties

Required: 29 CFR 1910.38(c)(5)

> ***Note:*** *Check the option that applies. If employees are designated to provide first aid, the bloodborne pathogens standard (29 CFR 1910.1030) may also apply.*

☐ This organization relies on local emergency services for rescue and medical duties. Employees are not expected to perform rescue.

☐ The employees listed below are trained and designated to provide first aid, CPR, or AED care until emergency services arrive.

Name	Training (first aid, CPR, AED)	Certification expires

First aid kit locations: _____

AED locations: _____

Eyewash station locations (if applicable): _____

10. Training and drills

Required: 29 CFR 1910.38(e) and (f)

Employees review this plan

- When the plan is first developed, or when an employee is first assigned to a job
- When an employee's responsibilities under the plan change
- When the plan changes
- At least once a year (recommended best practice)

Warden and assistant training (topics and who provides it): _____

_____

Drill schedule

Drill type	Frequency	Last conducted	Next scheduled
Evacuation			
Shelter-in-place			
Lockdown			
Off-shift or after-hours			

After each drill or real incident, the coordinator holds a short review and records any needed changes in the review log in Section 11.

11. Plan review and distribution

Required: 29 CFR 1910.38(b) and (f)

- This plan is reviewed at least once a year, and after every drill, incident, or change to the facility, staffing, or operations.
- The written plan is kept at the workplace and made available for employees to review.

Printed copies are kept at: _____

Electronic copy is kept at: _____

Emergency contacts and employee roster are backed up at: _____

Review log

Date	Reviewed by	Changes made

Approval

	Plan coordinator	Management approval
Name		
Title		
Signature		
Date		

Appendix A: Facility evacuation maps

> ***Note:*** *Attach a floor plan for each area or floor. Mark exit routes, alternate exits, assembly points, fire extinguishers, pull stations, first aid kits, AEDs, shelter areas, and areas of refuge.*