# EMERGENCY ACTION PLAN

Template organized around the elements of OSHA 29 CFR 1910.38

**Company name:** _____

**Workplace address:** _____

**Buildings or sites covered:** _____

**Plan coordinator (name or job title):** _____

**Phone:** _____

**Date written:** _____

**Last reviewed:** _____

## About this plan

Under OSHA's rule 29 CFR 1910.38, an employer must have an emergency action plan whenever an OSHA standard requires one. The plan must be in writing, kept in the workplace and available to employees to review. An employer with 10 or fewer employees may communicate the plan orally to employees.

This template follows the elements the rule lists. Fill in every section for your workplace, read the full regulation and any standards that apply to you, and get advice if you are unsure.

**This template is a starting point. Filling it in does not by itself meet any legal duty: your plan must fit your workplace, its hazards and the standards that apply to it.**

Guidance in grey shows what to write; replace it with your own procedures.

## 1. Reporting a fire or other emergency

OSHA 1910.38(c)(1): Procedures for reporting a fire or other emergency.

- How employees raise the alarm (call point, phone extension, radio, shout) and who calls 911.
- What to tell the dispatcher: company name, street address, entrance to use, what is happening.
- Which emergencies this plan covers (fire, gas leak, chemical spill, severe weather, medical, other).

**Our procedure:**

_____

_____

_____

**Emergency number (911 in the US):** _____

**Internal emergency extension or radio channel:** _____

**Street address to give the dispatcher:** _____

**Entrance for emergency services:** _____

## 2. Emergency evacuation and exit route assignments

OSHA 1910.38(c)(2): Procedures for emergency evacuation, including type of evacuation and exit route assignments.

- For each kind of emergency, say whether employees evacuate fully, partly, or shelter in place, and who decides.
- Assign each area or department a primary and a secondary exit route and an assembly point. Show them on the evacuation map (last page).

**Our procedure:**

| Area / department | Primary exit route | Secondary exit route | Assembly point |
|---|---|---|---|
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## 3. Employees who stay to operate critical operations

OSHA 1910.38(c)(3): Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

- List any equipment or process that must be shut down or kept running before people leave (gas, power, furnaces, pumps, servers).
- Name who does it, what exactly they do, and the point at which they must stop and evacuate. If there are none, say so.

**Our procedure:**

| Operation | Name or job title | What they do | When they must leave |
|---|---|---|---|
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## 4. Accounting for all employees after evacuation

OSHA 1910.38(c)(4): Procedures to account for all employees after evacuation.

- How the head count is taken at each assembly point (roster, sign-in sheet, badge system) and who takes it.
- Include visitors, contractors and temporary staff. Say who reports missing people to the emergency services, and where.

**Our procedure:**

**Head count taken by (name or job title):** _____

**List used for the count:** _____

**Missing people reported to:** _____

## 5. Rescue and medical duties

OSHA 1910.38(c)(5): Procedures to be followed by employees performing rescue or medical duties.

- Name the employees assigned to rescue or first aid duties, their training, and the equipment they use.
- If employees are not to perform rescue, say that, and say they wait for the emergency services.

**Our procedure:**

| Name or job title | Duty | Training | Equipment and location |
|---|---|---|---|
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## 6. Who to contact for more information

OSHA 1910.38(c)(6): The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

- List everyone employees can ask about the plan or their duties under it.

**Our procedure:**

| Name or job title | Department | Phone / extension | Email |
|---|---|---|---|
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## 7. Employee alarm system

OSHA 1910.38(d): An employee alarm system that uses a distinctive signal for each purpose (and meets 1910.165).

- Describe the alarm (bells, horns, strobes, PA, text alerts) and how people who can't hear it are told.
- If different signals mean different things (evacuate, shelter in place, all clear), list each one.

**Our procedure:**

| Signal | What it means | What employees do |
|---|---|---|
| | | |
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## 8. Training and review

OSHA 1910.38(e), (f): Designate and train employees to assist in a safe and orderly evacuation, and review the plan with each employee when the plan is developed or they are first assigned to the job, when their responsibilities under the plan change, and when the plan changes.

- Name the evacuation wardens or assistants and the area each covers.
- Record when the plan was reviewed with each employee, and when drills were held.

**Our procedure:**

| Date | Training, review or drill | Who attended | Led by |
|---|---|---|---|
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## Evacuation map

The next page is a fire evacuation plan to post in the workplace: draw your floor plan with each area's exit routes and assembly points, or make it from your floor plan for free at evacplangenerator.com.

# FIRE EVACUATION PLAN

Evacuation map for the emergency action plan

**Building:** _____

**Floor:** _____ **Date:** _____

FLOOR PLAN

N

## Draw or stick your floor plan here

Mark every exit, the escape routes in green, the fire equipment, the assembly point, and YOU ARE HERE where this plan hangs.

Scale: _____

## IN CASE OF FIRE

1. **Raise the alarm.** Use the nearest fire alarm call point and tell your supervisor.
2. **Leave by your assigned route.** Close doors behind you. Don't stop for belongings.
3. **Do not use elevators.** Use the stairs.
4. **Call 911** from a safe place, even if the alarm is ringing.
5. **Go to your assembly point** for the head count. Don't go back in until told it's safe.

## MAP KEY

- EXIT — Fire exit
- Escape route
- Alternative route
- Fire extinguisher
- Fire alarm call point
- First aid
- Assembly point
- You are here

## ASSEMBLY POINT

_____

## EMERGENCY CONTACTS

**Emergency number:** _____

**Person in charge:** _____

**Fire warden:** _____

**First aider:** _____

Plan made by: _____ Last checked: _____ Next review: _____

Make yours from your floor plan at evacplangenerator.com