

Emergency Action Plan

Descriptions of fields on page three



Company Information

Company name _____ Location (if more than 1) _____

Phone _____ Address _____ City _____ State, ZIP code _____

Company Contacts

Safety Officer

Name _____ Title _____ Work/cell phone _____ Email _____

Safety Leaders

Name _____ Title _____ Work/cell phone _____ Email _____

Name _____ Title _____ Work/cell phone _____ Email _____

First Aid Responders

Name _____ Title _____ Work/cell phone _____ Email _____

Name _____ Title _____ Work/cell phone _____ Email _____

Crisis Communicator

Name _____ Title _____ Work/cell phone _____ Email _____

Emergency Type(s) _____

Alerts

Call 911 – Responsibility _____

Alarm

PA announcement

Verbal announcement

Cell phone messaging

Other _____

Assembly & Counting

After an emergency evacuation, employees must gather in the following location(s):

According to Rally Plan

Location _____

Accounting procedure _____

Operations

- Critical operations shutdown procedures are not required
- The following employees are to remain in the workplace to shut down utilities or equipment, or secure vital records before they evacuate:

Name_____	Equipment_____
Name_____	Equipment_____
Name_____	Equipment_____
Name_____	Equipment_____

Emergency equipment

Description_____

Where located_____

Employees authorized to use_____

Description_____

Where located_____

Employees authorized to use_____

Description_____

Where located_____

Employees authorized to use_____

Shelter-in-place or evacuation plan

- Move to safe refuge (shelter in place)
 - Evacuation from nearest available marked exit
 - Other evacuation plan_____
- _____
- _____

Reentry Plan

- Announced by_____
- _____

Additional Plans & Procedures

USE THESE DESCRIPTIONS OF THE EMERGENCY ACTION PLAN FIELDS TO DETERMINE HOW TO STRUCTURE YOUR PLAN

Safety Officer – The person to be notified that an emergency exists; will initiate Emergency Action Plan by contacting the Safety Leaders to execute the plan; interact with external emergency responders; often a safety manager or director

Safety Leaders – Employees who are tasked with executing elements of the Emergency Action Plan; often human resources personnel, supervisors, managers

First Responders – Employees who are trained in first aid and/or CPR/AED; should always be notified because any emergency can become a medical emergency

Crisis Communicator – Person who communicates with media; may be Safety Leader, human resources employee or external public relations company

Alerts – Include all types of alerts needed and the employees responsible for initiating each one.

Shelter-in-place or evacuation plans – Depends on the type of emergency; for example, a tornado emergency will have a shelter-in-place plan, and a fire will have an evacuation plan

Emergency equipment – May include fire-fighting equipment, personal protective equipment (PPE), safety apparel

Operations – Critical operations may need to be shut down to avoid escalation of the emergency or to protect people who are sheltering in place; examples are shutting down equipment, utilities or ventilation systems

Reentry plan – who announces when it is safe to reenter the workplace, and how it will be announced

Emergency Type – Plans may be similar for different types of emergencies, so you may be able to list several different emergencies for the same plan; for example, your plan may be identical for thunderstorms and tornadoes

Emergency types include:

Evacuation emergencies

- Fires
- Explosions
- Chemical spills
- Structural failures
- Toxic gas releases
- Viral outbreaks
- Bomb threats

Weather and other natural disasters

- Extreme heat or cold
- Winter storms
- Thunderstorms
- Wildfires
- Earthquakes
- Floods
- Tsunamis
- Hurricanes
- Tornadoes
- Landslides

Workplace violence

- Verbal or nonverbal abuse
- Harassment
- Bullying or other threatening behavior
- Physical assault
- Domestic violence
- Robbery or other criminal actions
- Active shooter

Shelter-in-place emergencies

- Chemical spills
- Oil spills
- Radiation emergencies
- Toxic gas releases

Medical emergencies

- Asthma or other breathing difficulties
- Allergic reactions
- Concussions
- Diabetes
- Heart attack/cardiac arrest
- Strokes
- Heat exhaustion/heat stroke
- Seizures
- Wound care

Terrorism emergencies

- Cyberattacks
- Biological or chemical threats
- Bomb threats/explosions