**Emergency Action Plan Template**

**29CFR1910.38**

*Disclaimer: This template is provided by the Maine Department of Labor, SafetyWorks!. The object of this template is to assist Maine workplaces in meeting basic written program requirements. It is the employer's responsibility to modify this template to be workplace specific to clearly define exposures, responsibilities, and protective measures to be taken. Be sure to delete any notes made in this template, as they are for reference only and not intended to part of this plan. Please contact SafetyWorks by email at* [general.bls-safetyworks@maine.gov](mailto:general.bls-safetyworks@maine.gov) or *at* 1-877-SAFE-345, if you have any questions.

Facility Name:

Facility Physical Address:

Prepared by:

Date Prepared:

**POLICY**

It is the policy of this company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

**INDIVIDUAL ROLES & RESPONSIBILTIES**

*(Position Title)* Responsible for making sure this emergency action plan is kept up to date, training provided and documented, and reviewed annually.

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| **Position Title** | **Alternate Position Title** | **Shift** |
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Responsible to ensure emergency personnel has been called. Point of contact for emergency personnel to provide head count results and nature of emergency.

The (Position Title or Name) will be the point of contact for media.

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| **Position Title** | **Alternate Position Title** | **Shift** |
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In the event of an emergency, the following shall also be contacted.

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| --- | --- | --- |
| **Position Title** | **Alternate Position Title** | **Shift** |
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See list of contact list for phone numbers. (Optional)

**REPORTING PROCEDURES**

List the types of emergencies that could occur at your workplace and how employees should report them. Options include pull stations, air horns, internal telephone numbers, intercom, public address systems, etc. Employees must also notify external emergency responders if the company uses them for help in emergencies. Add appendixes to program for procedures to be followed for each event.

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| **Type of Emergency** | **How to Report** |
| Fire |  |
| Explosion |  |
| Weather |  |
| Bomb threat |  |
| Toxic Spill/Leak |  |
| Violence/Civil Disturbances |  |
| Medical |  |
| Flood |  |
| Radiological & Biological Accidents |  |
| Other (list) |  |

Reporting procedures are posted *(locations)*.

**EVACUATION PROCEDURES**

**A. Emergency Escape Procedures and Routes**

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan. Upon evacuation, employees shall muster at (*enter location(s) where employees shall muster)* for head count and to await further instruction. Employees are to evacuate in an orderly fashion to the nearest and safest exit route. If personal belongings are not along your closest exit route, they must be left behind. Employees will not delay in evacuating for any reason.

**B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

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| --- | --- | --- | --- |
| **Name** | **Title** | **Work Area** | **Special Assignment** |
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The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the *(location)*.

**C. Employee Accountability Procedures after Evacuations**

*(position title(s))* is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All *(position titles)* are required to report their head count to the *(position title to report head count)*. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan. *(Include any other special instructions for evacuation)*

**D. Alarm System**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

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| **Action to be taken** | **Alarm system** |
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(OSHA Standard 29 CFR 1910.165, Employee Alarm Systems, provides guidance on emergency alarms.)

**E. Sheltering in Place**

Certain emergencies require employees not to evacuate, but to move to an interior, windowless room. This may also apply if you have multiple floors and have employees who may not be able to descend stairs without assistance (*Describe procedures for sheltering-in-place emergencies at your workplace.)*

**F. Training**

Training is provided for employees when:

1. The plan is initiated;

2. Responsibilities or elements of the program have changed;

3. New employees are hired or transferred.

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees:

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| --- | --- | --- | --- |
| **Name** | **Title** | **Work Area** | **Special Assignment** |
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**FIRE EXTINGUISHERS** (Note: *Specify whether or not employees are expected to use fire extinguishers prior to evacuating. Use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use. This also applies to the use of fire hoses.*)

Fire extinguishers (*and/or hoses*)are located throughout the facility. See evacuation map for locations. Fire extinguishers shall be kept accessible, mounted, location identified, and fully charged. Report to (*position)* if fire extinguisher(s) are not readily accessible. This facility (*does or does not)* have a fire suppression system. To active *(directions how to activate fire suppression system).* In the event of a fire, the expectation of fire extinguisher use is:

All employees are expected to use fire extinguishers, if safe to do so. Employees will be trained on fire extinguisher use upon hire and annually thereafter.

Only designated employees are expected to use fire extinguishers, if safe to do so. Designated employees will be trained on fire extinguisher use upon hire and annually thereafter.

*(List positions that designated to use fire extinguisher, ex. Supervisor, Leads, Maintenance, First Responders)*

No employee is expected to use fire extinguishers. In the event of fire, employees shall immediate evacuate to through their nearest exit and wait at the muster point.

Type of fire extinguishers available in workplace are: Type A fire extinguishers are for ordinary combustibles. Type B fire extinguishers are for flammable liquids. Type C fire extinguishers are for electrical fires. Type D fire extinguishers are for combustible metals. Type K are for commercial kitchen fires. (Remove type(s) not available in workplace.)

**EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION**

Each *(position title)* is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally or muster points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route. Rally or musters are (list location(s)). (Note: Based on size or nature of evacuation you may need to have multiple muster locations. Choose locations that are kept accessible year-round and do not employees to other potential hazards, such as vehicle traffic.)
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the (*position title)*.
4. The (position title of the person who will be the point of contact with fire/police) will be located at one of the following locations:
   1. Primary Location: *(location)*
   2. Secondary Location: *(location)*
5. The *(position title)* will determine the method to be utilized to locate missing personnel in each situation.

**RESCUE AND MEDICAL DUTIES**

It may become necessary in an emergency to render some specified medical duties, including first-aid treatment. Employees expected to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. 911 will be called in an emergency.

All employees are expected to render first aid, if safe to do so. Employees will be trained on first aid, AED, and bloodborne pathogens upon assignment and annually thereafter.

Only designated employees are expected to render first aid, if safe to do so. Employees will be trained on first aid, AED, and bloodborne pathogens upon assignment and annually thereafter. *(List positions that designated to use fire extinguisher, ex. Supervisor, Leads, Maintenance, First Responders)*

No employee is expected to render first aid.

**APPENDIXES**

(Note: This is a recommend list based on potential emergencies where specific procedures, which may not require evacuation, need to be developed, trained, implemented. Responsibility and response may vary depending on event. Try to be as consistent with procedures as possible.)

1. Evacuation Map (show routes, alternate routes, exits, fire extinguisher locations and first aid locations)
2. Weather (snow, rain, hurricane, tornado, floods etc.)
3. Explosions
4. Bomb Threat
5. Toxic Material Spills/Leaks
6. Radiological & Biological Accidents
7. Workplace Violence/Civil Disturbance
8. Medical
9. Other

**Review/Revisions Log**

This program shall be reviewed, at least, annually. The review is conducted to ensure this program is accurate and expectations have not changed. Revisions/changes in the program or responsibilities require those effected to be provided with additional training.

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| **Date Reviewed or Revised** | **Brief description of revision made, if applicable, or no changes** | **Date of Training, if applicable** | **Reviewed by** |
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