

Emergency Action Plan

Name of workplace: _____

Location: _____

The following plan was initiated to ensure employee safety in an emergency.

The *Emergency Administrator (EMTA)* for this office is: _____

The *EMTA* must oversee safety of the workplace including: maintenance and housekeeping procedures as required by the *Means of Egress (1910.38)*. The *EMTA* will use workplace maps to highlight emergency escape routes.

Listed below are the rescue and medical/first aid responsibilities that may be performed in the workplace (note: each work shift should have trained personnel available at all times).

Rescue/First Aid Action

Trained Employee

_____	_____
_____	_____
_____	_____
_____	_____

First Aid Kit Locations

1. _____
2. _____

Emergency Eyewash Station Locations

1. _____
2. _____

Emergency Battery-Operated Flashlight Locations

1. _____
2. _____

Emergency Evacuation Plan

Fire

1. _____
2. _____

Fire Extinguisher Locations

1. _____
2. _____
3. _____

Exit Route/Exit

1. _____
2. _____
3. _____

Designated Meeting Spot

1. _____
2. _____

Gas/Electric Turn Off Locations

1. _____
2. _____

Fire Prevention - Housekeeping

The *Safety Compliance Administrator (SCA)* is responsible for compiling an inventory of all flammable/combustible chemical products. List all flammable chemicals found in this facility.

Chemical Name

Location

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Evacuation Procedure

The following employees have been trained in emergency evacuation procedures:

Staff Member Name

Location or Department

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Weather Related Emergencies

In case of a weather emergency the following procedures will be instituted:

Hurricane Watch

Hurricane Warning

Employee Shelter Locations _____

Tornado Watch

Tornado Warning

Employee Shelter Locations

Blizzards

Floods

Evacuation Plan

Use the space below to construct a floor plan of your facility to indicate the following information:

1. All exits (EX).
2. Location of fire extinguishers (FE).
3. Location of smoke detectors (SD).
4. Location of fire alarm, if applicable (FA).
5. Location of sprinkler system, if applicable (SS).

In the case of a fire, employees should sound the alarm, evacuate all personnel, notify the fire department and, if time permits, turn off the gas.

All employees will rendezvous at the following location after evacuating the premises:

