



Emergency Action Plan

Applicability

This sample program is intended as a resource for helping employers with developing a program that meets the requirements in OSHA Standard 1910.38. This program is not intended to supersede the requirements of the standard. Each employer will need to adapt this program to more appropriately fit their operations for their program to be complete. Each employer should reference 1910.38 for additional information.

A safety plan for FFVA Mutual Policyholders

A successful safety program helps company leadership minimize workers' compensation costs and increase profitability.

This Sample Written Program has been developed to assist FFVA Mutual policyholders in:

- Maintaining employee safety and controlling losses in the workplace
- Guiding senior management in establishing safety standards
- Developing an employer integrated safety program

Please customize this accident prevention program according to your workplace. Your written accident prevention program can only be effective if it is put into practice.

Your account's dedicated safety professional is available to assist in the review and implementation of your safety program, offer technical guidance, provide training to meet compliance issues, and assist in locating relevant reference materials.

If you have questions or would like assistance implementing your organization's safety program, contact 800-346-4825 or visit ffvamutual.com/safety for more information.

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Section 1 – Emergency Action Plan Purpose

The purpose of the Emergency Action Plan is to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities.

Emergencies that might be expected to occur include fire and tornado. *(Other areas may also have hurricane, earthquake and chemical release emergencies and should be addressed accordingly.) This plan addresses the responsibilities and procedures for employees, fire responders and first aid responders that are employed by the company.

Designated Assembly Areas and Tornado Shelters have been identified. Signs are posted at each, and each is identified on the Emergency Evacuation Routes that are posted throughout the facility.

Section 2 – Responsibilities

A. Emergency Action Plan Manager

The Safety Program Manager shall serve as the Emergency Action Plan Manager and manage the Emergency Action Plan. The Emergency Action Plan Manager shall also maintain all training records pertaining to this plan. The Emergency Action Plan Manager is responsible for scheduling routine tests of the emergency notification system with the appropriate authorities.

The Emergency Action Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

B. Emergency Action Plan Coordinator

Emergency Action Plan Coordinators are identified as follows:

Department	Name/Position	Phone

The Emergency Action Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency.

Emergency Action Plan Coordinators are also responsible to assist department supervisors with ensuring accountability of employees and/or visitors and/or contractors following an evacuation.

C. Management

Management will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. Management will ensure proper adherence to this plan through regular review.

D. Supervisor

Supervisors shall follow and ensure their employees are trained in the procedures outlined in this plan.

Supervisors will ensure their employees are trained on and know the evacuation procedures, routes to be taken during an evacuation and assembly area.

Supervisors are responsible to ensure all persons, employees and/or visitors and contractors, are safely evacuated from their areas in the event of an evacuation.

Supervisors are responsible to maintain employee and/or visitor accountability and complete a head count following an evacuation.

E. Employee

Employees are responsible for knowing and following the procedures described in this plan.

In the event of an evacuation, Employees are responsible to move to the designated assembly area for their department and remain at the assembly area until further guidance is provided by their supervisor. Employees shall not leave the assembly area for any reason. Doing so places others in danger when the employee cannot be found and accounted for.

Any Employee trained as a first aid responder will administer first aid to those individuals at his/her assembly area. First aid responders may leave the assembly area only after everyone has been treated and only if additional help is needed at other assembly areas. Before leaving to render additional first aid help, the first aid responder will inform at least two co-workers of his/her destination and will not deviate from that destination. When first aid treatment is no longer necessary at the other location, the first aid responder will return to his/her assembly area.

Those employees assigned as a mobility assistance employee shall assist those employees whose mobility is impaired to ensure quick and safe evacuation.

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Section 3 – Plan Implementation

Reporting Fire and Emergency Situations

All fires and emergency situations will be reported as soon as possible by one of the following means:

- Verbally as soon as possible during normal work hours; or
- By telephone if after normal work hours or on weekends.

To eliminate confusion and the possibility of false alarms, only Management or the Emergency Action Plan Manager is authorized to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel are:

- Fire: _____
- Police/Sheriff: _____
- Ambulance/EMS: _____

Only employees trained as fire responders (if any) shall attempt to extinguish a fire.

Under no circumstances shall an employee attempt to fight a fire that was not extinguished with an initial fire extinguisher. If the fire continues to burn following the use of an extinguisher, the employee is required to leave and join his co-workers at the assembly area.

Under no circumstances shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to rescue.

2. Informing Employees of Fires and Emergency Situations

In the event of a fire or emergency situation, the Emergency Action Plan Manager shall ensure all employees are notified as soon as possible using the building alarm system. The Emergency Action Plan Manager shall provide special instructions to all employees via the public address system.

In the event the Emergency Action Plan Manager is not on the premises, an Emergency Action Plan Coordinator will make the necessary employee notifications and provide instructions. The Emergency Action Plan Coordinator will then contact the Emergency Plan Manager about the situation.

3. Contact Information

The Emergency Action Plan Manager shall maintain a list of all employees' personal emergency contact information. This list shall be provided to each Emergency Action Plan Coordinator and Supervisor for easy access in the event of an emergency.

Evacuation Routes

1. Fire:

In the case of fire or other building evacuation emergency, escape route plans are posted in each department in the facility. In the event a fire alarm is sounded or instructions for evacuation are given, all employees shall immediately exit the building at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the Designated Assembly Area. Employees with offices shall close the doors, leaving unlocked, as they exit the area.

2. Tornado:

In the case of a tornado emergency, route plans to the designated tornado shelters are posted in each department. In the event a tornado alarm is sounded or instructions for moving to the tornado shelter are given, all employees shall immediately leave their stations, and shall meet as soon as possible at the Designated Tornado Shelter.

3. Earthquake:

In the event of an earthquake, seek cover from falling objects. Fall to your hands and knees before the earth movement causes you to lose your balance. Crawl to an object that will provide protection from falling objects, usually a desk or table. Stay away from glass. Make certain your head, and if possible your back, are completely protected.

4. Hurricane:

The initial danger from hurricanes is high winds, similar to those present with tornadoes. In the event of a hurricane, employees are to follow the tornado route and procedures.

Secondary to high winds is flooding. Should flooding occur, the Emergency Action Plan Manager will instruct supervisors to move employees to higher elevations, either within the facility or outside if winds present no danger, and there are no higher elevations in the facility.

5. Any Emergency:

Mobility impaired employees will be assisted from the facility by their assigned mobility assistance employees.

Securing Property and Equipment

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at their Designated Assembly Area.

Advanced Medical Care

Employees trained as first aid responders shall administer first aid treatment to individuals in need. Under no circumstances shall any employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the Supervisor and/or Emergency Action Plan Coordinator shall account for each employee/visitor/contractor assigned to them at the Designated Assembly Area. Each employee is responsible for reporting to their supervisor or Emergency Action Plan Coordinator so an accurate head count can be made. All employee counts shall then be reported to the Emergency Action Plan Manager as soon as possible.

Re-entry

Once the building has been evacuated, no one shall re-enter the building for any reason. Rescue personnel arriving on the scene may have reason to enter, but no employees shall re-enter. Untrained individuals endanger themselves and/or those they are trying to rescue.

All employees shall remain at the Designated Assembly Area until their Supervisor notifies them that either:

- The building is safe for re-entry, in which case personnel shall return to their workstations.

- The building/assembly area is not safe, in which case personnel shall be instructed by their Supervisor or the Emergency Action Plan Coordinator where to move.

Sheltering in Place

Evacuation of the employees' work stations in accordance with this emergency action plan is always the preferred action in the event of any emergency. However, in the event of a sudden tornado and evacuation to the designated tornado shelter is not possible, employees should shelter in place.

The Emergency Action Plan Manager or the designated Emergency Action Plan Coordinator will provide verbal instruction to shelter in place.

Given this guidance, employees should seek shelter under a sturdy table or desk. Always try to avoid objects that can become airborne, as these can be thrown around and cause injury. Always try to avoid equipment that is powered by any form of energy as this energy can cause injury.

Section 4 – Training

Employee Training:

All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. This initial training will include specific emergency information to be provided by the Supervisor, such as the routes and assembly area and tornado shelter. Additional training shall be provided:

- Annually as refresher training.
- When an employee's responsibilities change.
- When there are any changes to the plan and/or facility.

Items to be reviewed during the training include:

- Alarm systems
- Closing doors
- Emergency Action Plan availability
- Emergency shut-down procedures
- Escape routes and procedures
- Fire extinguisher locations, usage, and limitations
- Fire prevention practices
- Individual responsibilities
- Means of reporting fires and other emergencies
- Names of Emergency Action Plan Manager and Coordinators
- Procedures for accounting for employees and visitors
- Proper housekeeping
- Severe weather procedures
- Sheltering in place
- Threats, hazards, and protective actions

Fire/Evacuation Drills:

Fire/Evacuation drills shall be conducted at least annually, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

Training Records:

The Emergency Action Plan Manager shall document all training pertaining to this plan and maintain these records.

Section 5 – Plan Evacuation

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made by the Emergency Action Plan Manager. Following each fire drill, Management and the Emergency Action Plan Manager shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it.

Emergency Action Plan Checklist

Courtesy of the Occupational Safety and Health Administration (OSHA)

General Issues		
<input type="checkbox"/>	Does the plan consider all natural or man-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/>	Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency.
<input type="checkbox"/>	Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	Brainstorm worst-case scenarios asking yourself what you would do and what would be the likely impact on your operation and device appropriate responses.
<input type="checkbox"/>	Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so that contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/>	Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for individuals responsible for implementation of the plan.
<input type="checkbox"/>	Does the plan address how rescue operations will be performed?	Unless you are a large employer handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably choose to rely on local public resources, such as the fire department, who are trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue.
<input type="checkbox"/>	Does the plan address how medical assistance will be provided?	Most small employers do not have a formal internal medical program and make arrangements with medical clinics or facilities close by to handle emergency. If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within 3 to 4 minutes of the accident. Consult with a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so transportation is readily available for emergencies.

<input type="checkbox"/>	<p>Does the plan identify how or where personal information on employees can be obtained in an emergency?</p>	<p>In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.</p>
<p>Evacuation Policy and Procedure</p>		
<input type="checkbox"/>	<p>Does the plan identify the conditions under which an evacuation would be necessary?</p>	<p>The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.</p>
<input type="checkbox"/>	<p>Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?</p>	<p>It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.</p>
<input type="checkbox"/>	<p>Does the plan address the types of actions expected of different employees for the various types of potential emergencies?</p>	<p>The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.</p>
<input type="checkbox"/>	<p>Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation?</p>	<p>You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.</p>
<input type="checkbox"/>	<p>Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees?</p>	<p>Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.</p>
<input type="checkbox"/>	<p>Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?</p>	<p>Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.</p>
<input type="checkbox"/>	<p>Does the plan identify one or more assembly areas where employees gather and a</p>	<p>Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To</p>

	method for accounting for all employees?	ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.
<input type="checkbox"/>	Does the plan address how visitors will be assisted in evacuation and accounted for?	Some employers have all visitors and contractors sign in when entering the workplace. The hosts and/or area wardens, if established, are often tasked with assisting these individuals evacuate safely.
Reporting Emergencies and Alerting Employees in an Emergency		
<input type="checkbox"/>	Does the plan identify a preferred method for reporting fires and other emergencies?	Dialing 911 is a common method for reporting emergencies if external responders are utilized. Internal numbers may be used. Internal numbers are sometimes connected to intercom systems so that coded announcements may be made. In some cases employees are requested to activate manual pull stations or other alarm systems.
<input type="checkbox"/>	Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action?	Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace including those that may be blind or deaf. Otherwise floor wardens or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure.
Employee Training and Drills		
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions as outlined in the plan?	<p>Training should be offered to employees when you develop your initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address the following:</p> <ul style="list-style-type: none"> • individual roles and responsibilities; • threats, hazards, and protective actions; • notification, warning, and communications procedures; • emergency response procedures; • evacuation, shelter, and accountability procedures; • location and use of common emergency equipment; and • emergency shutdown procedures. <p>You may also need to provide additional training to your employees (i.e. first aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in your plan.</p>
<input type="checkbox"/>	Does the plan address how and when retraining will be conducted?	If training is not reinforced it will be forgotten. Consider retraining employees annually.
<input type="checkbox"/>	Does the plan address if and how often drills will be conducted?	Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside

		resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.
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