

SAMPLE EMERGENCY ACTION PLAN

This model Emergency Action Plan (EAP) serves as a guide only and must be revised to be worksite specific. Employers which have more than one work location may develop one comprehensive plan with addendums for each location to clarify site-specific conditions and procedures to follow.

The following written Emergency Action Plan (EAP) has been established for (company name).

(Name or job title) is responsible for development and implementation of this plan and will be known as the Emergency Response Team Coordinator.

Emergency Escape Routes

It's the responsibility of (name or job title) to see that emergency escape maps are developed, are accurate and posted. Emergency escape routes are posted at (locations).

Reporting Fires and Other Emergencies

In the event of an emergency that requires immediate evacuation, the person discovering the emergency should (indicate method for alerting employees to an emergency such as sounding air horn or siren, calling general voice alert on radios, cellular phones, other).

To contact outside emergency personnel, dial (indicate 911 or other phone number). Phones with a direct outside line are located at (locations).

The Emergency Response Team Coordinator or their designee will be the contact person for emergency personnel that arrive on the scene. Each Team Leader (typically the supervisors) will be responsible for assuring that all of their employees are accounted for. This will be done by having each Team Leader report ASAP to the Emergency Response Team Coordinator that all are present or who is missing. This information will be forwarded to emergency personnel on the scene.

Each Team Leader will be responsible for a maximum of 20 employees. Team Leaders at this site are:
(List team leaders.)

Accounting for Employees

Employees should immediately evacuate and meet at (indicate outside muster point which will not inhibit emergency personnel).

Each Team Leader will be responsible for accounting for all employees at the muster points. In the event the Team Leader is out (or unaccountable), the Emergency Response Team Coordinator will be responsible for accounting for those employees. Once it has been determined that all are present or who is missing, this should be reported to the Emergency Response Team Coordinator.

Accounting for Non-employees Visiting the Site

Guests, visitors, vendors, etc. should report to the general contractor's trailer where they should sign a visitor log. This procedure should be documented in writing.

(Explain company's procedure for accounting for visitors.)

In the event of an evacuation, (name or job title) will bring the visitor log to the muster point.

Special Needs

Procedures should be developed to identify any special needs person on the site so that assistance can be provided if evacuation is necessary. Disabled persons may need to be assisted by employees.

(Explain company's procedure for special needs personnel, if applicable.)

Critical Operations

There are certain critical operations that may need to be addressed prior to evacuation. The following are known critical operations:

Critical Operation	Responsible Person
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(List known critical operations and responsible persons.)

Inside Safe Refugee Area

Emergency incidents may occur that don't require evacuation of the entire site or building such as severe weather, or outside chemical release. The safe refugee area at this site is (location).

Communication will be maintained via (indicate method of communication).

(Name or job title) will be responsible for bringing communication equipment to the safe refugee area. Portable radios and extra batteries will be kept (location).

Evacuation Drills

Evacuation drills shall be conducted on a (frequency of drills) basis.

Frequency of evacuation drills will depend on the potential hazards at the site, the phase of the project and the complexity of the site's layout.

It's the responsibility of (indicate coordinator) to arrange with the local fire department for drills (if applicable). After each drill (names or job titles) will meet to review the drill and determine where, if any, changes need to be made.

Employees should provide input as to the effectiveness of the drill.

Personal Protective Equipment (PPE)

In some cases PPE may be needed to evacuate safely. This would be necessary if chemical release is possible.
(List of PPE needed for personnel to evacuate safely.)

Training of employees on the proper procedures to follow in the event of an emergency will be conducted by (name or job title of trainer).

Training of employees should be conducted when the EAP plan is first developed and annually thereafter. Additional training will be provided when:

- new equipment, materials or processes are introduced;
- layout or design of the site changes;
- employee's responsibilities or designated actions under the plan change;
- drills demonstrate that employee performance must be improved.

Employee training includes:

- review of emergency escape routes;
- fire extinguisher training (if applicable);
- means for reporting emergencies;
- shut down procedures for critical operations;
- alarm systems;
- types of potential emergencies;
- hazardous areas to avoid during an emergency incident;
- procedures for disabled;
- location of muster points;
- personal protective equipment use (if applicable);
- review of Emergency Action Plan.

Team Leader (supervisor) training includes:

- all of the employee training;
- complete workplace layout;
- alternate escape routes; and
- chemical/process hazards in the site.

Rescue and Medical Duties

Rescue and medical duties will be performed by (local fire department or other rescue service). The designated first-aid responders are: (names or job titles). They will assist until emergency medical personnel arrive on the scene.

This plan will be reviewed by (name or job title) on an annual basis.

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