[Sample]

Emergency Action Plan

2016

Agency

State of Wisconsin

4/13/2016

[Almost every business is required to have an emergency action plan (EAP). For example: If fire extinguishers are required or provided in the workplace, and if anyone will be evacuating during a fire or other emergencies, [OSHA 29CFR 1910.157](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9811) requires an EAP. Each EAP must be location specific to identify procedures to ensure the safety of employees and the protection of assets. Throughout the sample plan template, procedures and responsibilities must be established to fit the safety needs of the location.]

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**Purpose**

An emergency action plan (EAP) is a written document required by OSHA standard [29 CFR 1910.138](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9726&p_table=STANDARDS). The purpose of an EAP is to facilitate and organize employer/employee actions during workplace emergencies.

**Scope**

Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

**Responsibility/Roles**

(person/position designated) has the responsibility for (agency) emergency action plan. To ensure the safety of employees and the protection of assets, this plan will be reviewed, updated, and revised annually. The program will be reviewed with each new employee, whenever the employee’s responsibilities or designated actions under this plan have changed, and when this plan is updated, revised, or changed in any way.

**Program Elements**

Designated employees will be trained to assist in the safe and orderly emergency evacuation of employees. This plan is kept in readily accessible locations throughout the facility for employees to review. Any questions regarding this plan should be directed to (person/position designated).

This plan includes, but is not limited to, the following elements:

* Emergency escape procedures and emergency escape assignments
* Training and Testing of Emergency procedures and systems.
* Procedures for employees responsible for critical facility operation prior to evacuation
* An accounting procedure for all employees after an evacuation
* Rescue and medical duties for authorized employees
* The preferred method of reporting all emergencies
* Names or position titles of persons designated with responsibilities and duties

**Training and Emergency Systems Testing**

New employees will receive initial training when hired concerning the potential emergencies that could occur on company property and any area-specific directions required to comply with this plan. Employees will also be trained to be responsive to emergency evacuation signals whether initiated during drills or an actual crisis. Employees are expected to notify management of an emergency from a safe location and understand their need to participate in the accountability process following a building evacuation.

A test of emergency systems (fire alarm, tornado alarm, etc.) will be conducted on at least an annual basis with participation from both employees and management.

**Evacuation Plan**

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

|  |  |
| --- | --- |
| Employees will be warned to evacuate the building using the following system: | [List Procedure] |
| Employees should assemble at the following location for accounting by the evacuation team: | [List Procedure] |

\*Post a map indicating the location(s) in a conspicuous location for all employees to see.

|  |  |
| --- | --- |
| Person who will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured: | [Name, Location]  [Name, Location] |

|  |  |
| --- | --- |
| Evacuation Team | Name/Location |
| Evacuation Team Leader:  Alternative: | [Name, Location]  [Name, Location] |
| Floor Wardens (one for each floor):  Alternative: | [Name, Location]  [Name, Location] |
| Searchers (one per floor):  Alternative: | [Name, Location]  [Name, Location] |
| Stairwell and Elevator Monitors:  Alternative: | [Name, Location]  [Name, Location] |
| Aides for Persons with Disabilities:  Alternative: | [Name, Location]  [Name, Location] |
| Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured):  Alternative: | [Name, Location] |

\*List alternative for all evacuation team members with responsibilities.

**Server Weather/Tornado Sheltering Plan**

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

|  |  |
| --- | --- |
| Shelter-In-Place Team Assignments | Name/Location |
| Team Leader:  Alternative: | [Name, Location]  [Name, Location] |
| Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services:  Alternative: | [Name, Location]  [Name, Location] |
| Persons to direct personnel outside to enter the building:  Alternative: | [Name, Location]  [Name, Location] |
| Persons to direct employees to designated tornado shelter(s):  Alternative: | [Name, Location]  [Name, Location] |

\*List alternative for all shelter-in-place team members with responsibilities.

**Tornado Warning System & Tornado Shelter Locations**

|  |  |
| --- | --- |
| Procedure for monitoring severe weather updates:  Alternate: | [List Procedure]  [List Procedure] |
| Location of tornado warning system controls:  Alternative: | [List Procedure]  [List Procedure] |
| Location of tornado shelters:  Alternative: | [List Procedure]  [List Procedure] |

\*Post a map indicating the location(s) in a conspicuous location for all employees to see.

**Shelter-In-Place Plan**

If warned to shelter-in-place from an outside airborne hazard, a warning should be broadcast and all employees should move to shelter.

|  |  |
| --- | --- |
| Shelter-In-Place Team Assignments | Name/Location/Procedure |
| Team Leader:  Alternative: | [Name, Location]  [Name, Location] |
| Direct personnel outside to enter the building; then close exterior doors:  Alternative: | [Name, Location]  [Name, Location] |
| Shutdown ventilation system and close air intakes:  Alternative: | [Name, Location]  [Name, Location] |
| Move employees to interior spaces above the first floor (if possible): | [Name, Location]  [Name, Location] |
| Person to monitor news sources for updated emergency instructions:  Alternative: | [Name, Location]  [Name, Location] |
| Assembly Area Monitors (to account for evacuees at the assembly area):  Alternative: | [Name, Location]  [Name, Location] |

\*List alternative for all shelter-in-place team members with responsibilities.

**Shelter-In-Place Shutdown of Ventilation System**

|  |  |
| --- | --- |
| Location of controls to shutdown ventilation system:  Alternative: | [List Procedure]  [List Procedure] |
| Location of air handling units, fan rooms, or air intakes:  Alternative: | [List Procedure]  [List Procedure] |

**Lockdown Plan**

Persons trained to use the warning system to warn persons to lockdown.

|  |  |
| --- | --- |
| Name | Location |
| [Insert Name] | [Insert Location] |
|  |  |
|  |  |
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|  |  |
|  |  |

\*List alternative for all lockdown team members with responsibilities.

Instructions for Broadcasting Warnings

Where to Access the Warning System (e.g., telephone, public address system, etc.): [Insert Procedure]

Instructions for using the system: [Insert Instructions]

**Medical Emergency Plan**

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

* Number and location of victim(s)
* Nature of injury or illness
* Hazards involved
* Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim’s location and bring a first aid kit or AED.

**Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)**

|  |  |
| --- | --- |
| Name | Location/Telephone |
| [Insert Name] | [Insert Location/Telephone] |
|  |  |
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**Locations of First Aid Kits and Automated External Defibrillator(s)**

|  |  |
| --- | --- |
| Locations of First Aid Kits and “Universal Precautions” kit (used to prevent exposure to body fluids):  Alternative: | [Insert Location]  [Insert Location] |
| Locations of Automated External Defibrillator(s) (AEDs):  Alternative: | [Insert Location]  [Insert Location] |

Procedures

* Only trained responders should provide first aid assistance.
* Call 911.
* Do not endanger yourself.
* Do not move the victim unless the victim’s location is unsafe.
* Control access to the scene.
* Take “universal precautions” to prevent contact with body fluids and exposure to

bloodborne pathogens.

* Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

**Fire Emergency Plan**

[List procedures]

If a fire is reported, activate the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

* Business name and street address
* Nature of fire
* Fire location (building and floor or)
* Type of fire alarm (detector, pull station, sprinkler water flow)
* Location of fire alarm (building and floor)
* Name of person reporting fire
* Telephone number for return call

**Evacuation team to direct evacuation of employees and visitors.**

Procedures

* Evacuate building occupants to nearest unimpeded evacuation route and assemble in primary meeting areas outside.
* Redirect building occupants to stairs and exits away from the fire.
* Prohibit use of elevators.
* Evacuation team to account for all employees and visitors at the assembly area.
* Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted

for and if there are any injuries. Provide an update on the nature of the emergency and actions

taken. Provide building floor plans, keys and other assistance as requested.

* Assign personnel to verify that fire protection systems are operating normally and to operate

building utility and protection systems as directed by the fire department.

**Property Conservation**

[List Procedure]

* Identify preparations before a forecast event such as severe weather.
* Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.
* Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan.

**Power Outage**

The following actions should be taken in the event of a power failure:

* Do not panic; always remain calm.
* Remain in immediate area unless pathway is clearly visible.
* Do not pull the fire alarm (Elevators will be rendered inoperable to those who cannot use stairs).
* Open window blinds to allow as much light in as possible.
* Inform maintenance or management about the current situation.
* Do not attempt to operate any machinery or electrical devices.
* Wait for an announcement from management for further instructions.
  + If power can be restored shortly, you may be asked to stay at your post.
  + If power cannot be restored, you may be directed to leave the building.
* If instructed to leave the building, observe emergency strobe lighting and floor captions direction to use the stairs unless there is a backup generator for the elevators.

If you are in the elevator at the time of a power outage:

* Do not panic.
* Do not attempt to open the elevator doors.
* Do not attempt to leave the elevator.
* Wait for emergency responders to arrive and reenergize the elevator.
  + This may take several minutes depending on the situation.

**Chemical or Gas Release**

The following are the locations of:

Spill Containment and Security Equipment: [Location of Materials]

Personal Protective Equipment (PPE): [Location of Materials]

Name of Spill Cleanup Company and Fire Department: [Name]

Phone Number: [Number]

**When a spill has occurred:**

* Notify (person/position designated) the emergency coordinator and/or (person/position designated) the supervisor.
* If toxic fumes are present, evacuate and secure the area to prevent other personnel from entering.
* Reference the safety data sheet (SDS) for substance that has been released for cleanup procedures.
* If SDS accidental release/cleanup instructions state evacuate area, initiate emergency evacuation procedure.
* Proper PPE must be worn if the spill can be contained, cleaned, and properly disposed of without any specialized spill cleanup company assistance (DO NOT ATTEMPT TO CLEAN THE SPILL UNLESS PROPERLY TRAINED).

**NOTE**: Reference Emergency Response Procedures for Hazardous Chemical Spills from hazard communication and/or hazardous waste operation programs.

**Bomb Threat**

If a suspicious object believed to be a possible bomb is observed in or around the building:

* Call 911 immediately.
* DO NOT SOUND FIRE ALARM. Elevators will be rendered inoperable to those who cannot use stairs.
* Evacuate the building as quickly and quietly as possible.
* Move AT LEAST 500 feet away from the building.
* Gather at designated rally points and take attendance.
* Await further directions from management or police.

**Received by Telephone**

After receiving a telephone threat involving an explosive:

* Immediately contact management and report the call to (Emergency Response Unit-#phone number)
* Management will relay the threat to the top administrator present and collaborate with police about next course of action.
* If advised to do so, evacuate the building as quickly and quietly as possible.
* DO NOT SOUND FIRE ALARM. Elevators will be rendered inoperable to those who cannot use stairs.
* Move AT LEAST 500 feet away from the building.
* Gather at designated rally points and take attendance.
* Await further directions from management or police.

**Hazard or Threat-Specific**

[List procedures for any additional identified potential hazards]

Review the following list of hazards and identify those hazards that are foreseeable. Review the links to information provided within the Ready Business website to develop specific emergency procedures.

**Natural hazards (geological, meteorological, and biological)**

Geological hazards

* Earthquake
* Tsunami
* Volcano
* Landslide, mudslide, subsidence

Meteorological Hazards

* Flood, flash flood, tidal surge
* Water control structure/dam/levee failure
* Drought
* Snow, ice, hail, sleet, arctic freeze
* Windstorm, tropical cyclone, hurricane, tornado,
* Dust storm
* Extreme temperatures (heat, cold)
* Lightning strikes (Wildland fire following)

Biological hazards

* Foodborne Illnesses
* Pandemic/Infectious/communicable disease (Avian flu, H1N1, etc.)

Technology caused event

* Utility interruption or failure (telecommunications,

electrical power, water, gas, steam, HVAC,

pollution control system, sewerage system, other

critical infrastructure)

**Human-caused events (accidental and intentional)**

Accidental

* Hazardous material spill or release
* Nuclear Power Plant Incident (if located in

proximity to a Nuclear power plan)

* Explosion/Fire
* Transportation accident
* Building/structure collapse
* Entrapment and or rescue (machinery,

confined space, high angle, water)

* Transportation Incidents (Motor Vehicle,
* Railroad, Watercraft, Aircraft, Pipeline)

Intentional

* Robbery
* Lost Person, Child Abduction, Kidnap,
* Extortion, Hostage Incident,
* Workplace violence
* Demonstrations, Civil disturbance
* Bomb threat, Suspicious package
* Terrorism

**This written program template has been adapted by the Bureau of State Risk Management, Department of Administration, originally developed by FEMA. It must be adapted to fit the particular needs of your facility.**

**Appendices**

**Emergency Response Teams**

**Identify the members of emergency response teams not identified elsewhere.**

* Facilities or building management staff familiar with building utility and protection systems and those who may assist with property conservation activities.
* Security
* Others trained to use fire extinguishers, clean up small spills of hazardous materials.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team | Member Name | Location | Work Telephone | Cell Telephone |
| [List] | [Name] | [Location] | [Number] | [Number] |
|  |  |  |  |  |
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**Public Emergency Services & Contractors**

|  |  |  |  |
| --- | --- | --- | --- |
| Service Emergency | Name | Emergency Telephone | Business Telephone |
| Fire Department | [Name] | [Number] | [Number] |
| Emergency Medical Services |  |  |  |
| Police Department |  |  |  |
| Emergency Management Agency |  |  |  |
| Hospital |  |  |  |
| Public Health Department |  |  |  |
| State Environmental Authority |  |  |  |
| National Response Center (EPA) |  |  |  |
| Electrician |  |  |  |
| Plumber |  |  |  |
| Fire Protection Contractor |  |  |  |
| Elevator Service |  |  |  |
| Hazardous Materials Cleanup |  |  |  |
| Cleanup / Disaster Restoration |  |  |  |

**Warning, Notification & Communications Systems**

The following systems are used to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The Communications capabilities enable members of our emergency team to communicate with each other and others.

|  |  |  |
| --- | --- | --- |
|  | System | Location/Control Panel/Access Point |
| Warning System | Fire Alarm | [List] |
| Public Address |  |
| Other (describe) |  |
| Notification System | Electronic |  |
| Telephone call tree |  |
| Communications Capabilities | Telephone |  |
| Two-way radio |  |

**Fire Protection Systems**

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

|  |  |  |
| --- | --- | --- |
| System Type | Location | Access Point / Instructions |
| Sprinkler System | Control Valve | [List] |
| Control Valve |  |
| Control Valve |  |
| Fire Pump |  |  |
| Special Extinguishing Systems | Computer Room |  |
| Kitchen |  |
| Manufacturing Area |  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision No. | Date | Description of Changes | Authorization |
| [1] | [Date] | [Summary] | [Name] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Plan Distribution & Access**

The Plan will be distributed to members of the emergency response team and department heads. A master copy of the document should be maintained by the emergency response team leader. The plan will be available for review by all employees. Provide print copies of this plan within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated. An electronic copy of this plan should be stored on a secure and accessible website that would allow team member access if company servers are down. Electronic copies should also be stored on a secured USB flash drive for printing on demand.

|  |  |  |
| --- | --- | --- |
| **Emergency Procedures**  [Agency]  [Address]  **Emergency Contacts:**  **Non-Emergency Contacts:**  Fire/Medical [Phone#] Police/Non-Emergency [Phone#]  Police/Emergency [Phone#] Building Issues [Phone#] | | |
| **General Evacuation**   * Walk to the nearest unimpeded exit. * Provide assistance to those who cannot use stairs. * Proceed to meeting point and take attendance. * Follow instructions from floor captains and emergency responders. * Provide updates and wait for an all clear signal. | **Tornado**   * Stay away from windows. * Keep constant weather updates available. * Proceed to the designated shelter. * Provide assistance to those who cannot use stairs. * Remain in shelter until the tornado has passed. | **Fire**   * Don’t panic. Activate the fire alarm. * Call the fire department. * Only properly trained employees should attempt to fight incipient stage fires. * Provide assistance to those who cannot use stairs. * Do not attempt to use elevators. * Evacuate the building and gather at meeting point. |
| **Medical Emergency**   * Assess the hazard prior to entering the scene. * Call 911. * Do not come in contact with blood or body fluids. * Locate first aids kit and respond accordingly. * Do no approach victims of electrocution or toxic exposure. | **Active Shooter**     * Know placement of panic button or call 911. * Keep you distance and avoid physical contact. * If relocation of personnel is required, move away from the threat and put as many barriers between you and the threat as possible. * If leaving the premises is possible, relocate to a safe distance away. | **Bomb Threat**   * Call 911 immediately on another line. * Ask the caller where the bomb is, time it will go off, type of bomb, and why they put it there. * Record the time and date, caller speech, tone, or background noise. * Police will determine whether an evacuation is needed and method of evacuation. |
| **Power Outage**     * Do not panic. * Remain in immediate area. * Do not use elevators. * Locate emergency flashlights. * Open windows and blinds. * Turn off electrical equipment. * Alert utility company and console management for further instructions. | **Gas/Chemical Leak**     * Notify emergency coordinator: * Evacuate and secure area to prevent others from entering. * Call the proper authorities. * Seek medical treatment if exposed to hazardous materials. | **Suspicious Mail**     * Don’t panic. Do not touch item, isolate package, leave the area, and immediately wash hands and exposed skin. * Call 911. The police will determine if the relocation of a portion or the entire building is required. * Seek medical treatment if exposed to hazardous materials. |