[Sample]

Emergency Action Plan

2022

Agency

State of Wisconsin

4/21/2022

[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.]

**Table of Contents**

Table of Contents1

Purpose2

Scope2

Responsibility/Roles 2

Program Elements2

Evacuation Plan2-3

Server Weather/Tornado Sheltering Plan3-4

Shelter-in-Place4

Lockdown5

Medical Emergency Plan5-6

Fire Emergency Plan6-7

Hazard or Specific Threat7-8

Power Outage8

Chemical or Gas Release8-9

Bomb/Bomb Threat9

Emergency Response Team10

Public Emergency Services or Contractors11-12

Revision History12

Emergency Procedures13

**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, known as Floor Captains, 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 evacuation procedures and emergency evacuation assignments
* Training, Testing, and Exercising 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, Testing, and Exercising Emergency Systems**

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 drill 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 or other hazard in the building. The Floor Captains and/or Supervisors will direct the evacuation of the building and account for all employees outside at a safe, pre-identified 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 Floor Captain or Supervisor will be informed if anyone is missing or injured: | [Name, Location]  [Name, Location] |

**Severe Weather/Tornado Sheltering Plan**

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

**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 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] |

**Active Shooter/Lockdown Plan**

If you become aware of an active shooter, immediately call 911 and if possible, leave the area. If you cannot leave the area, place as many barriers as possible between you and the threat. Hide, silence phones, and contact police (911), if safe to do so. Follow the direction of police as you exit, keep hands empty and up. RUN – HIDE- FIGHT!

**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] |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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)
* 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
* **Floor Captains will direct evacuation of employees and visitors utilizing the following 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
* Floor Captains and/or Supervisors to account for all employees and visitors at the assembly area
* Locate/Inform Fire Department Incident Commander (IC) of personnel accountability.

If there are any injuries

* Provide an update on the nature of the emergency and actions

taken

* If possible, provide building floor plans, keys and other assistance as requested

**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 Captains 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 the 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 Incident

* Utility interruption or failure (telecommunications,

electrical power, water, gas, steam, HVAC,

pollution control system, sewerage system, other

critical infrastructure)

**Human-Caused Incidents (accidental and intentional)**

Accidental

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

proximity to a Nuclear power plant)

* 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, if applicable**

**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] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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 Floor Captains and department heads. A master copy of the document should be maintained by the Agency Continuity of Operations Manager. The plan will be available for review by all employees. An electronic copy of this plan should be stored on a secure and accessible website that would allow team member access if company servers were down. Electronic copies should also be stored on a secured USB flash drive for printing on demand.