

## Using this Template

The following template can be used to help your organization develop a written Emergency Action Plan. This template **cannot** be used as is – you must customize the template to meet the needs of your organization. We have made this template easier for you to customize by adding visual prompts that identify some areas where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization’s needs – for example, department names, job titles and listed responsibilities and procedures.

*Example:*

<COMPANY NAME>

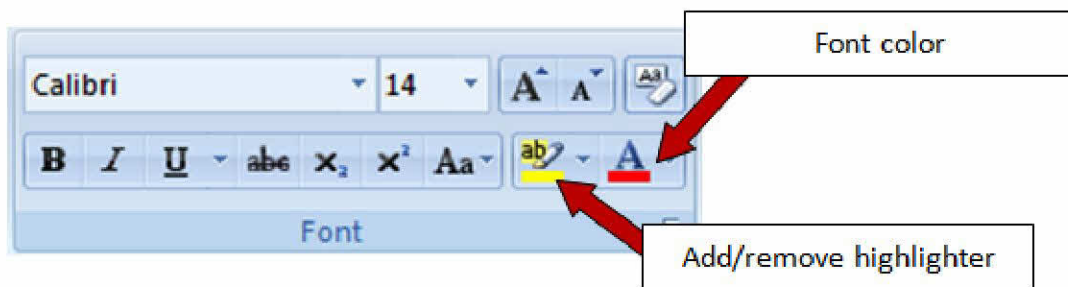
Emergency Action Plan

becomes

XYZ Company

Emergency Action Plan

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text and click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several “Check Your Understanding” text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select “cut.”

**Disclaimer.** This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. EMC does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. EMC will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.

<COMPANY NAME>

## Emergency Action Plan

**Check Your Understanding.** Almost every type of business is required by the Occupational Safety and Health Administration (OSHA) to have an Emergency Action Plan [29 CFR 1910.38\(a\)](#). An Emergency Action Plan is a written document that guides employers and employees initial actions during workplace emergencies such as fires, hazardous chemical releases and severe weather. A well-developed Emergency Action Plan and employee training can result in fewer and less severe injuries and less damage to facilities during emergencies.

Plans should include site-specific information on possible emergency scenarios, evacuation procedures, emergency reporting mechanisms and alarm systems. For smaller organizations of 10 or less employees an informal plan is appropriate. For additional information, refer to the [Emergency Action Plan](#) document from EMC Insurance Companies or review OSHA's [Evacuation Plans and Procedures eTool](#).

### Revision History

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<Revision 1 – October 2015>

### Purpose and Scope

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The purpose of <Company Name's> Emergency Action Plan is to provide guidance and instructions for responding to workplace emergencies, with the primary goal of ensuring employee and visitor safety and protecting property. This Emergency Action Plan applies to all <Company Name> employees, volunteers, visitors and contractors.

### Program Responsibilities

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**Management.** The management of <Company Name> is committed to the safety of its employees, visitors and contractors. Management supports the efforts of the Program Administrator by pledging financial and leadership support. Management will regularly communicate with employees about the program.

**Program Administrator.** The Program Administrator reports directly to upper management and is responsible for this plan. All evaluations, controls and training are coordinated under the direction of the Program Administrator in collaboration with management and employees. The Program Administrator will also:

- Identify emergency situations that may affect our organization and determine the appropriate course of action before, during and after those emergencies
- Ensure each department or functional area has a copy of the plan
- Schedule employee training and ensure new hires are properly trained on the plan
- Schedule drills and tabletop exercises
- Activate appropriate emergency procedures when necessary
- Notify and coordinate response actions with local emergency responders
- Periodically review the plan and update as needed
- Direct the shutdown of utilities or specific plant processes as necessary

**Check your understanding.** First responders are specially trained employees who have volunteered to assist in medical emergencies until community emergency responders arrive.

**First Responders.** All <Company Name> first responders will:

- Attend Emergency Action Plan training

