

EMERGENCY ACTION PLAN

Covers the minimum elements of OSHA 29 CFR 1910.38 · Fill in every section, keep the plan in the workplace and make it available to employees.

Company / facility name

Address

Plan prepared by (name, job title)

Date prepared

Number of employees on site

Last reviewed on

OSHA 1910.38(b): the plan must be in writing, kept in the workplace and available to employees for review. An employer with 10 or fewer employees may communicate the plan orally.

1. Emergency contacts

Contact	Name	Phone
Fire department / police / EMS	Emergency services	911
Facility emergency coordinator		
Alternate coordinator		
Building management / landlord		
Utilities (gas · electricity · water)		
Poison Help line		1-800-222-1222

2. Reporting a fire or other emergency · 1910.38(c)(1)

How employees raise the alarm and who they notify (e.g. activate the nearest fire alarm pull station, call 911, then notify the coordinator).

3. Emergency evacuation · 1910.38(c)(2)

Type of evacuation: ☐ Total evacuation ☐ Partial evacuation ☐ Shelter in place ☐ Other: _____

Exit route assignments for each area. Attach the evacuation map (last page) and post it where employees can see it.

Area / department	Primary exit route	Secondary exit route	Assembly point

Employees who need assistance to evacuate, and who assists them:

4. Critical operations before evacuating · 1910.38(c)(3)

Procedures for employees who remain to operate critical plant operations (shutting down equipment, gas, chemicals) before they evacuate.

Operation	Shutdown procedure	Responsible (name / job title)	Evacuate when

5. Accounting for all employees · 1910.38(c)(4)

Headcount procedure at the assembly point: who takes attendance, how visitors and contractors are accounted for, how missing persons are reported to emergency services.

6. Rescue and medical duties · 1910.38(c)(5)

Duty	Assigned employees	Procedure / training
First aid / CPR / AED		

7. Contacts for questions about this plan · 1910.38(c)(6)

Name or job title of every employee who can explain the plan or an employee's duties under it.

Name	Job title	Phone / email

8. Employee alarm system · 1910.38(d)

The alarm must use a distinctive signal for each purpose and comply with 29 CFR 1910.165.

Purpose	Signal (sound, light, announcement)
Evacuate	
Shelter in place	
All clear	

9. Training and drills · 1910.38(e)

Employees designated and trained to assist in a safe and orderly evacuation (evacuation wardens), and drills held.

Date	Training or drill	Participants	Notes / follow-up

10. Plan review with employees · 1910.38(f)

Review the plan with each covered employee: ☐ when the plan is developed or the employee is first assigned to a job

☐ when the employee's responsibilities under the plan change ☐ when the plan is changed

Date	Employee(s)	Reason	Reviewed by

Free template by Fabrik — fabrik.so/en/emergency-action-plan-template. This template is a starting point, not legal advice: adapt it to your facility and to the OSHA standards that apply to your workplace.

EVACUATION MAP

Facility

Building / floor

Map date

North ↑ · orient the map as seen by the reader

Scale: 1 square = _____ ft

LEGEND



You are here



Primary exit route



Secondary exit route



Emergency exit



Assembly point



Fire extinguisher



Fire alarm pull station



First aid



AED



Emergency phone




