



ACCESSING SAFETY KNOWLEDGE (ASK) SHEET: *EMERGENCY ACTION PLANS*

The purpose of an emergency action plan is to facilitate and organize employer and employee actions during workplace emergencies. A well developed plan and thorough employee training will result in fewer and less severe employee injuries and less property damage whereas a poorly prepared plan will result in a disorganized evacuation or emergency response. This will result in confusion, injury and property damage.

The plan should include but not limited to:

- ✓ How to report fires and other emergencies.
- ✓ Evacuation procedures and emergency escape route assignments.
- ✓ Procedures to account for all employees after an emergency evacuation has been completed.
- ✓ Rescue and medical duties for those employees who are to perform them.
- ✓ Names or job titles of persons who can be contacted for further information or explanation of duties under the plan
- ✓ A description of the alarm system to be used to notify employees to evacuate and/or take other actions, i.e. horn blasts, sirens or public address systems.
- ✓ The site of an alternative communications center to be used in the event of a fire or explosion.
- ✓ A secure on or offsite location to store originals or duplicate copies of accounting records, legal documents, your employee's emergency contact lists, and other essential records.

The most effective way to structure an emergency plan is to form a group consisting of representatives from management and employees to establish a plan that deals with your specific worksites and once the plan has been formulated, meet regularly to monitor the program to determine if any updates need to be made.

Excerpts from information found in the *eTools* section of www.OHSA.gov.

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