

Sample emergency action plan for small businesses

Keep this written plan at your facility and make it available for your employees to review. (If your facility has 10 or fewer employees you do not need to keep a written plan. However, you must tell your employees about the information in the plan.)

[Name of person] is responsible for this emergency plan and will ensure that all employees understand it and follow it. All new employees will be informed about this plan and told where it will be kept.

A current copy of this plan is kept _____.

Evacuations

Whenever the alarm sounds, the entire plant will evacuate by designated routes to predetermined assembly areas. When possible, a full evacuation drill covering all employees will be held

_____.

During an evacuation, entry to the facility will not be permitted until an "all clear" has sounded.

Emergency escape procedures and evacuation routes

In an emergency, employees will leave the affected work area immediately by the emergency routes posted in their work areas unless the route is blocked. An alternative route will be designated by [name of person].

All primary emergency escape routes and designated meeting locations must be approved by [name of person].

An orderly evacuation will be supervised by [name of person] who will check all rooms and report any problems to [name of person].

[Name of person] is responsible for the safe evacuation of disabled employees.

Critical operations or processes

[Name of person] will determine what critical operations or processes that must be shut down during an evacuation and who will shut them down. [Name of employee] will ensure that emergency shutdown procedures are posted for critical operations and work processes.

Critical operations or work processes that must be shut down during an evacuation are:

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If an identified critical operation or process cannot be shut down or requires a substantial time delay to shut down, [name of person] must be notified when possible with the full explanation of the situation.

Accounting for employees after an evacuation

After employees have evacuated and arrived at their designated meeting places, [name of person or persons] will take a head count. [Name of person or persons] will account for any missing employees. The names and possible locations for all unaccounted people will be sent to

_____.

The known location and condition of any injured people and will be reported to

_____.

Emergency coordinators

The employees listed below are the designated emergency coordinators for this facility. If designated medical coordinators are not available in an emergency, call **911**.

Name	Phone number

Reporting emergencies

Report emergencies to a designated emergency coordinator. Call 911 to report an emergency if a designated medical coordinator is not available.

Employee training

[Name of person] will ensure that a sufficient number of employees are trained to assist in the safe and orderly evacuation of employees during an emergency.

[Name of person] will review the plan with each employee when the plan is developed and whenever information in the plan changes.

Emergency escape and evacuation routes – diagram

Use the space below to show the emergency escape and evacuation routes at this facility.

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Sample Diagram.

Bedroom 2D Evacuation Plan

1. When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
2. If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep one hand on the wall to prevent disorientation and crawl to the nearest exit.
3. After safe exit, await further instructions from emergency personnel.

