

Emergency Action Plan

Employing Office:

Location:

City, State, Zip:

This plan was prepared by:

Name: _____ Title: _____

City, State, Zip: _____

Signature: _____ Date: _____

Purpose

This plan is for the safety and well being of the employees of _____.
It identifies necessary management and employee actions during fires and other emergencies. Education and training must be provided so that all employees know and understand the contents of the Emergency Action Plan.

Location of Plan

Each employee of this office has been provided a copy of this plan. A copy will also be maintained at _____.

Any questions concerning this plan should be directed to plan preparer,
_____.

Emergency Policy

It is the policy of this office that all employees should evacuate the premises in case of fire or other emergency.

Alarm Systems and Notification of Emergencies

In an emergency, employees will be notified by the following means of notification:
_____. This system should provide warning for necessary emergency action and sufficient time for safe escape of employees from the workplace.

Escape Procedures and Exit Routes

All exits will remain unlocked and unobstructed during working hours. All employees must exit the facility in a quite and orderly manner.

The following employees must leave through _____, EXIT 1:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following employees must leave through _____, EXIT 2:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following employees must leave through _____, EXIT 3:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Diagrams of the various exit routes will be posted prominently in the work areas and are attached to this plan.

Reporting Emergencies

An employee, upon discovering an emergency situation, shall immediately notify other employees in the area of the situation and sound an appropriate alarm. As soon as safely possible, the situation shall be reported to the appropriate outside emergency personnel:

<u>Type of Emergency</u>	<u>Contact</u>	<u>Phone Number</u>
Fire	_____	_____
Bomb Threat	_____	_____
Medical Emergency	_____	_____
Electrical Hazard	_____	_____
Other Safety or Health Hazards	_____	_____

These Emergency Numbers Shall Be Prominently Posted Near Each Telephone

Within this office, the following personnel have the duty to ensure that outside emergency personnel have been contacted. They are also responsible for coordinating with outside emergency personnel on the scene and providing directions to the site of the emergency. These personnel are listed in descending order of availability:

1. _____
Name Phone
2. _____
Name Phone
3. _____
Name Phone
4. _____
Name Phone

Accounting for Employees

After exiting the building, all employees are to assemble for roll call at the following location: _____

The following employees are responsible for ensuring that employees comply with this requirement, conducting the roll call and reporting to outside emergency personnel the last known location of any missing employees. Those responsible for reporting are listed in descending order of availability:

1. _____
Name

2. _____
Name

3. _____
Name

4. _____
Name

Rescue and Medical Duties

The following personnel are trained and certified in both CPR and general first aid. In case of medical emergency, they are available to assist until the outside emergency personnel reach the scene.

1. _____
Name Phone

2. _____
Name Phone

3. _____
Name Phone

4. _____
Name Phone

In order to minimize the damage or danger from a fire or other emergency, this office has determined that certain critical operations should be shut down immediately. The following personnel are responsible for shutting down the listed critical operations:

Name of Personnel	Critical Operation(s)
_____	_____
_____	_____
_____	_____

Further Information

Any suggestions, comments, or questions for improvement of this plan should be directed to the following individuals:

1. _____
Name Phone
2. _____
Name Phone
3. _____
Name Phone
4. _____
Name Phone

This template was prepared by the Office of Compliance. Please contact the Office of Compliance at 202-724-9250 if you have questions about preparing an emergency action plan.



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