

Emergency Action Plans

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Workplace emergencies can happen at any company and may have the potential for severe injury to workers and even extreme property damages. Emergency Action Plans provide procedures in a workplace so workers know what is expected and what to do in the event of an emergency.

OSHA Standard 1910.38(b) *Written and oral emergency action plans. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.*

- Everyone in the workplace should be aware of the Emergency Action Plan and familiarize themselves with the posted evacuation diagrams.
- All employees should know how to report an emergency situation.
- During any emergency drill, all employees should follow the evacuation procedure. No one stays behind!
- All employees must be aware of their role during any emergency situation. Most employees will follow evacuation or shelter-in-place safety procedures but some will have safety facilitator, medical rescue or critical operations roles.
- Emergency exits should be clearly labeled, lighted and visible at all times. Emergency exits should NEVER be blocked, even temporarily.
- Assembly points at the exit discharge should be identified ahead of time and known by the employees.
- Workers should report immediately to the designated assembly area upon evacuation.
- No one should go home or to an offsite location other than assembly area during an emergency evacuation.



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