

**Emergency Action Plan**  
for  
Company Name/Location  
Last Revised \_\_\_\_\_

**I. OBJECTIVE**

The objective of the Company Name Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at Company Name/Location.

**II. ASSIGNMENT OF RESPONSIBILITY**

**A. Emergency Plan Manager**

Responsible Person shall manage the Emergency Action Plan for Company Name. The Emergency Plan Manager shall also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the Company Name/Location emergency notification system with the appropriate authorities.

The Emergency Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

**B. Emergency Plan Coordinators**

The Company Name Emergency Plan Coordinators are as follows:

<b>Bldg. Number/Section /Dept.</b>	<b>Primary Name and Position</b>	<b>Primary Phone #</b>	<b>Alternate Name and Position</b>	<b>Alternate Phone #</b>

The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. (Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.)

The following individuals shall be responsible for assisting employees who have disabilities or who do not speak English during evacuation: