

Sample Emergency Action Plan

Although [company name] takes precautions to prevent them, emergencies do occur. When they do, they require quick, correct and decisive responses. Employees have been informed of the company's planned response to emergency situations, and they are expected to adhere to these guidelines for the duration of this project.

The elements of this plan, as required by 29 CFR 1926.35, are as follows:

- I. Emergency evacuation plan
- II. Critical operations
- III. Methods to account for [company name] employees
- IV. Rescue and medical duties
- V. Means of reporting emergencies
- VI. Company representative(s) responsible for plan

I. Emergency Evacuation Plan

-On a typical roofing project, [company name] will prepare an emergency evacuation plan for two areas: the roof and ground.

Roof evacuation procedures are as follows: _____

Ground evacuation procedures are as follows: _____

II. Critical Operations

-If any emergency occurs on a project involving propane, combustion engine equipment or electrical tools, [company name] employees will shut off propane sources at the cylinders and turn off all equipment before evacuating, provided employee safety is not jeopardized by doing so.

Does this project involve the use of propane? Yes _____ No _____

Does this project involve the use of combustion engine equipment? Yes _____ No _____

Does this project involve the use of electrical tools or other ignition sources? Yes _____ No _____

Does this project involve the use of other critical operations not listed? Yes _____ No _____

Explain: _____

-If our employees are not able to shut off propane supplies, the fire department or other responding emergency agency will be notified of the presence and locations of the propane tanks.

-List locations of propane on this site: _____

III. Methods to Account for [Company Name's] Employees

-Employees have been instructed to meet at a designated location so that they can be accounted for on the project. If it is determined that any employees are missing, the responding emergency agency will be notified. The agency also will be informed about the last approximate whereabouts of missing employees.

-The meeting location will be chosen based on the type of emergency involved. The project manager will account for wind direction and potential hazards in determining the meeting place.

The meeting location for this project will be: _____

IV. Rescue and Medical Duties

This crew has been specifically trained to rescue and/or attend to injured employees. Yes _____ No _____

If "No" has been checked, our employees will rely on paramedics or other emergency rescue teams.

-If "Yes" has been checked, those employees trained in rescue operations will perform duties according to the training they have received. The remaining employees will meet at the designated meeting area.

V. Means of Reporting Emergencies

-When a fire or emergency occurs, it is our intention to notify all employees, affected contractors, building owners and homeowners about the crisis.

-The first call will be made to the local fire department by using 911. If 911 is unavailable in the job's area or there is an on-site fire department, such as on military installations, that emergency telephone number will be used instead. Emergency telephone numbers are included in this plan.

-If there are 10 employees or fewer in the area, a human voice will be used to notify those on the job. For projects involving more than 10 employees, airhorns or similar equipment will be used.

VI. Company Representative(s) Responsible for Plan

-The job foreman is the responsible person to contact with any questions regarding this plan. If additional information is needed, the project manager should be contacted.

Emergency Contacts

Project Address:

Project Telephone: ()

Home Office Telephone: ()

Local Police Telephone: ()

Local Fire Telephone: ()

Local Paramedics Telephone: ()

Local Hospital Address:

Local Hospital Telephone: ()

Directions from Job Site to Nearest Hospital:

Use the space below to draw directions to the hospital. Be sure to include the north arrow.