

Emergency Action Plan

Written plan covering the minimum elements in 29 CFR 1910.38 (general industry)

How to use this: fill every blank with a real name, job title, and place. Delete the grey hints once a section is done. Keep the finished plan at the workplace where employees can read it. Employers with 10 or fewer employees may communicate the plan orally, but writing it down is still the easiest way to make sure everyone hears the same thing. Construction sites: the same six elements apply under 29 CFR 1926.35. Write one plan per site, because exits and assembly points change.

Plan details

Company name	
Site address	
Number of employees at this site	
Plan owner (name and job title)	
Date plan took effect	
Date last reviewed	

Standard this plan follows (tick all that apply)

- ☐ 29 CFR 1910.38 (general industry)
- ☐ 29 CFR 1926.35 (construction)
- ☐ Cal/OSHA 8 CCR 3220 (California)
- ☐ Other state plan: _____

1. Reporting a fire or other emergency

Regulation: 29 CFR 1910.38(c)(1)

- ☐ Call 911
- ☐ Manual pull station
- ☐ Verbal alert / runner
- ☐ Radio, phone tree or app

Who calls 911 first (name or job title)	
Backup caller (name or job title)	
Address and entrance to give the dispatcher	
Who meets responders at the entrance	

2. Evacuation procedures and exit routes

Regulation: 29 CFR 1910.38(c)(2)

- ☐ Full evacuation: everyone leaves when the alarm sounds
- ☐ Partial evacuation by zone
- ☐ Shelter in place (see Section 9)

Work area	Primary exit	Backup exit	Assembly point
Primary assembly point			
Backup assembly point (if the first is blocked)			
Where the marked floor plan is posted			

3. Employees who stay to run critical operations

Regulation: 29 CFR 1910.38(c)(3)

- ☐ None. Everyone leaves immediately.
- ☐ These operations must be shut down before leaving:

Operation or equipment	Person (name or title)	Shutdown steps	Leave by

Keep the list short. Anyone on it needs to be trained, and needs a firm point at which they stop and leave.

4. Accounting for everyone after evacuation

Regulation: 29 CFR 1910.38(c)(4)

Headcount lead (name or job title)	
Backup headcount lead	
How the daily roster includes visitors, contractors and temps	
Who tells responders about anyone unaccounted for	

Nobody goes back inside to search. Report missing people to the responders.

5. Rescue and medical duties

Regulation: 29 CFR 1910.38(c)(5)

☐ No employee performs rescue or medical duties. Call 911 and wait for responders.

☐ These employees do:

Name or job title	Duty	Training and date	Equipment

6. Who employees can ask about the plan

Regulation: 29 CFR 1910.38(c)(6)

Name or job title	Phone	Questions they can answer

7. Employee alarm system

Regulation: 29 CFR 1910.38(d) and 29 CFR 1910.165

Type of alarm (bell, horn, strobe, voice, other)		
Where alarm test and maintenance records are kept		
How employees in noisy or remote areas get the alarm		
How employees with hearing, vision or mobility limits are alerted and helped		
Purpose	Distinctive signal	

Use a different signal for each purpose, for example fire evacuation, shelter in place, all clear.

8. Employees who assist with evacuation

Regulation: 29 CFR 1910.38(e)

Name	Area covered	Trained on (date)	Backup person

9. Emergency-specific notes (best-practice add-on)

The six required elements above apply to every emergency. Use this section for what changes by emergency type. Delete rows that do not apply.

Emergency	Where to go and what to do	Who decides

Rows to consider: fire, injury or medical emergency, severe weather, hazardous material release, gas leak or utility failure, other site-specific event.

10. Training and review log

Regulation: 29 CFR 1910.38(f)

Review the plan with each employee: when the plan is written or the employee is first assigned, when their responsibilities under the plan change, and whenever the plan changes.

Employee	Date	Reason (new hire, role change, plan change)	Reviewed by	Initials

11. Plan revision history

Date	What changed	Changed by

Keep this plan at the workplace and make it available to employees for review (29 CFR 1910.38(b)).

Free template from Safety Team Technologies. A starting point, not legal advice. Check your state plan and local fire code.
safetyteamtech.com/blog/emergency-action-plan-template