

Emergency action plan

A plan for one site or building: the emergencies it covers, how anyone raises the alarm and reports an emergency, the routes and assembly point for each area, who does what (wardens, the head count, shutting down critical operations, rescue and first aid), who to call, and when people were trained, the plan reviewed and drills held. Its headings follow the minimum elements of an emergency action plan in the US rule 29 CFR 1910.38 and the procedures for serious and imminent danger asked of employers in Great Britain (regulation 8 of the Management of Health and Safety at Work Regulations 1999) and, for fire in England and Wales, of the responsible person (article 15 of the Fire Safety Order 2005). Whether you need a plan in this form, and which other rules apply (fire, major hazard, chemical or building rules), depends on your country, sector and premises; the table below says what each text asks. The form sets no times, distances, numbers or intervals: those come from your risk assessment, your procedures and the rules that apply to you. Write it with the people who will carry it out. A completed plan does not show that you comply, and nothing here is legal advice.

Where the headings come from (texts read on 21 October 2026; check the current text and the rules for your site)

Section of this plan	US: 29 CFR 1910.38 (where an OSHA standard requires a plan)	Great Britain: MHSWR 1999 regs 8 and 9; for fire in England and Wales, Fire Safety Order 2005 art. 15
1 Site and scope	(a) applies when another OSHA standard in part 1910 requires a plan; (b) written, kept in the workplace and open to employees, or told orally by an employer with 10 or fewer employees	Reg 8(1)(a) and art. 15(1)(a): set up procedures for serious and imminent danger; reg 8(1)(c) and art. 15(1)(c): restricted areas only after adequate instruction
2 and 3 Emergencies, alarm and reporting	(c)(1) how a fire or other emergency is reported; (d) an employee alarm system with a distinctive signal for each purpose, which also meets 1910.165	Reg 8(2)(a) and art. 15(2)(a): as far as practicable, tell the people exposed what the hazard is and what is being done to protect them
4 Routes and assembly points	(c)(2) the type of evacuation and the exit route assignments	Reg 8(2)(b) and art. 15(2)(b): people can stop work and go at once to a place of safety
5 Roles and accounting for people	(c)(4) accounting for all employees after evacuation; (e) employees designated and trained to help others leave safely	Reg 8(1)(b) and (3), art. 15(1)(b) and (3): enough competent persons nominated to carry out the evacuation
6 Critical operations	(c)(3) what employees who stay to operate critical plant operations do before they leave	Reg 8(2)(c) and art. 15(2)(c): no return to work while the danger remains, except in cases the procedures name and justify
7 and 8 Rescue, medical duties and contacts	(c)(5) employees who perform rescue or medical duties; (c)(6) the name or job title that employees contact about the plan or their duties	Reg 9: the necessary contacts with external services arranged, in particular for first aid, emergency medical care and rescue
9 and 10 Training, review and drills	(f) the plan is reviewed with each covered employee when it is developed or the employee is first assigned, when the employee's duties change and when the plan changes. The section does not mention drills	Art. 15(1)(a) names safety drills among the procedures (fire safety, England and Wales); reg 8 does not mention drills

ISO 45001:2018 (with Amendment 1:2024) deals with emergencies in clause 8.2, Emergency preparedness and response; this plan can be one of the records a certified system keeps for it. No ISO text is reproduced. In the US a separate fire prevention plan (29 CFR 1910.39) has its own elements and is not covered by this form.

1 Site and scope

Organisation	Site name and address	Plan owner (name, job title)	Version and date
Buildings, floors and outdoor areas this plan covers		Areas left out, and the plan that covers them (landlord, neighbour, contractor)	
People covered (tick) ☐ Employees ☐ Contractors ☐ Agency workers ☐ Visitors ☐ Members of the public ☐ Drivers and delivery staff ☐ Lone or remote workers ☐ Other			
Usual number on site: day shift	Night shift	Weekends	Largest number expected (event, shutdown)
Jurisdiction of the site ☐ United States (state) ☐ England ☐ Wales ☐ Scotland ☐ Northern Ireland ☐ EU member state (name) ☐ Other			
Form of the plan ☐ Written, kept at the workplace, open to employees ☐ Told orally (US: allowed for 10 or fewer employees)		Where the written plan is kept and posted	
Other plans this one must agree with (fire risk assessment or fire prevention plan, spill plan, major hazard plan, landlord's plan, business continuity plan), with their references			
Areas with restricted access, and the instruction a person needs before entering them			

2 Emergencies this plan covers

Emergency (from your risk assessment)	Covered? (Y/N)	Where it could start or reach (areas)	Response: evacuate, shelter in place, local response or lockdown	Signal used (section 3)	Lead role
Fire or smoke					
Gas leak or release of a hazardous substance					
Spill to ground, drain or water					
Medical emergency or serious injury					
Explosion or structural failure					
Severe weather or flooding					
Loss of power, water or another utility					
Bomb threat, suspicious item or violent intruder					
Other (write it)					
Other (write it)					

List what your risk assessment found and add your own. Where people stay inside (shelter in place or lockdown), say which rooms, who decides and how the all clear is given.

3 Alarm and reporting an emergency

How anyone raises the alarm (tick)			
☐ Manual call point ☐ Internal phone number ☐ Radio ☐ Public address ☐ Voice (small site where everyone can hear) ☐ App or text ☐ Other			
Purpose of the signal	What it sounds or looks like (one distinct signal for each purpose)	Where it cannot be heard or seen, and how those people are alerted (light, vibrating pager, a named person)	Checked in every area on (date)
Evacuate			
Shelter in place or lockdown			
All clear			
Other (write it)			

Number to call inside the site	Emergency services number for this site	Who calls the emergency services (role)	Who meets them, and where
What the caller says (where, what happened, who is hurt or missing, hazards, the way in)		Where the emergency numbers are posted	
Alarm tests: who tests, how often (your procedure; in the US, 29 CFR 1910.165 sets test intervals for the alarm systems it covers)	Last test	Next test	Back-up when the alarm is out of service

4 Evacuation routes and assembly points

Type of evacuation (tick) ☐ Full ☐ Phased or by zone ☐ Affected area only ☐ Shelter in place ☐ Other				Who decides the type, and how it is announced	
Area, floor or building	Main route and exit	Second route and exit	Assembly point	Warden or marshal for the area	People who may need help here (number, plan ref.)
<i>Example: workshop, ground floor</i>	<i>Example: north door to the yard</i>	<i>Example: east door to the side road</i>	<i>Example: AP1, staff car park</i>	<i>Example: shift supervisor</i>	<i>Example: 1, plan IEP-03</i>

Assembly point (name, location)	Used by which areas	Alternative if it is unsafe	Hazards on the way (traffic, crossings, weather) and how they are managed

Shelter-in-place or lockdown room (where)	Used by which areas	Who is in charge there	What is kept there (phone, radio, first aid kit, list)	How the all clear reaches them

Individual plans for people who may need help to leave: who holds them (keep health details out of this plan)	Refuges, evacuation chairs or other equipment for people who cannot use stairs (where, who uses it)
Site plan attached: routes, exits, assembly points, call points, extinguishers, first aid kits, shut-offs (rev., date)	Where the plan is posted in each area

5 Roles and accounting for people

Role	Name or job title	Alternate (name or job title)	Area or shift	Trained on (date)
Emergency coordinator (in charge on site)				
Deputy coordinator				
Wardens or marshals (one line per area, or attach a list)				
Assembly point controller (the head count)				
Calls the emergency services				
Meets the emergency services and briefs them				
First aiders				
Helpers for people who need assistance				
Operators of critical operations (section 6)				
Hosts of visitors and contractors				
Communications (staff, families, media)				

List used for the head count (tick)
☐ Sign-in book ☐ Access control export ☐ Shift roster ☐ Visitor log
☐ Contractor sign-in or permits ☐ Other

Who brings the list to the assembly point

How a person not accounted for is reported, to whom, and what the emergency services are told

All clear and return: who decides, on what basis, and any exceptions your procedure names and justifies

6 Critical operations made safe before people leave

Equipment or process	What is done before leaving (stop, isolate, make safe)	Who does it (job title)	Where the controls or isolation points are	When they stop and leave (the condition your procedure sets)	Procedure ref.
<i>Example: curing oven 2</i>	<i>Example: the steps in procedure EP-06</i>	<i>Example: oven operator</i>	<i>Example: panel by the oven door</i>	<i>Example: the condition in procedure EP-06</i>	<i>EP-06</i>

Only for operations your plan names. The form sets no time. Each person who stays is named and trained, is counted at the assembly point on arrival, and leaves when the procedure says.

7 Rescue and medical duties

Duty	Who does it (name or job title)	Training or competence held	Equipment and where it is kept	External service arranged (who, how they are called)
First aid				
Defibrillator (if the site has one)				
Rescue from a confined space, height or machinery (where the work could need it)				
Fire-fighting with portable equipment (people trained for it)				
Spill containment				
Decontamination, eyewash or emergency shower				
Other (write it)				

Plan any rescue with the work that could need it, so the people, the equipment and the outside service are named before the work starts. Keep health information about individuals out of this plan.

8 Contacts

Who employees ask about this plan or their duties under it (name or job title)			Phone or other way to reach them	
Contact	Name or service	Phone (working hours)	Phone (out of hours)	When to call
Emergency services				
Emergency coordinator				
Plan owner				
Site security or reception				
Facilities or maintenance				
Gas, electricity and water suppliers				
Environmental regulator or pollution line				
Landlord or building manager				
Neighbouring occupiers				
Occupational health or medical provider				
Insurer				
Head office or crisis team				
Other (write it)				
Other (write it)				

Check every number when the plan is reviewed, and post the emergency numbers where people will look for them.

9 Training and review

Who (group or role)	What they learn (alarm, routes, assembly point, their role, shutdown, first aid)	When (induction, new role, plan change, refresher)	Done on	Next due (your procedure)	Record kept where
<i>Example: new starters</i>	<i>Example: alarm, routes, assembly point, who to ask</i>	<i>Example: first day</i>			<i>Example: training matrix</i>

Plan reviewed with each covered employee (tick when your process does this)

- ☐ When the plan is developed ☐ When an employee is first assigned
☐ When an employee's duties change ☐ When the plan changes

Where those reviews are recorded

Rev.	Date	What changed in the plan and why (drill finding, incident, new area, process or people)	Approved by	People told of the change (how, when)

10 Drills and exercises

Drill or exercise (type, scenario)	Areas and shifts	Planned for	Held on	Drill record ref. (one record per drill)	Change to this plan (rev.)

Record each drill on its own record (for example the emergency drill record template at qhsetech.com/templates/emergency-drill-record-template) and bring its findings back here as a change to the plan. How often, and which kinds, is set by your procedure and the rules that apply; the form sets neither.

11 Sign-off and distribution

Role	Name	Signature	Date
Plan owner			
Site manager or emergency coordinator			
Worker or safety representative consulted			

Where copies are posted or held (each area, reception, the assembly point kit, the emergency services' pack)	Next planned review of this plan

