



Toolbox Talks

Emergency Action Plans



Workplace emergencies can happen on any jobsite and may have the potential for severe injury to workers and even extreme property damages. Emergency Action Plans provide site-specific procedures, so workers know what is expected and what to do in the event of an emergency. According to OSHA, the purpose of an Emergency Action Plan (or EAP for short) is to facilitate and organize employer and employee actions during workplace emergencies.

OSHA Standard 1926.35(a) The emergency action plan shall be in writing and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

To be effective, all workers should be trained on the current EAP for the site and sufficiently understand their role during any emergency. Site-specific emergency action plans (EAP) must be in place for every jobsite. The EAP should be in easy-to-read type and posted in multiple locations across the jobsite, so every worker has the opportunity to review as needed.

The basic EAP that is posted should include:

- Address and description of the site location
- Emergency response numbers
- Name and address of nearest medical facilities
- Map to nearest medical facilities

While all employees should be trained on the Emergency Action Plan for the specific job site that they are currently working in, here are some important points all workers should remember.

- Everyone on the job site 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.
- When working indoors, emergency exits should be clearly labeled, lighted and visible at all times. Emergency exits should NEVER be blocked, even temporarily.

