

Emergency Action Plan (EAP)

Aligned with OSHA 29 CFR 1910.38

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1. Facility Information

Facility / Company Name

Physical Address

Number of Employees (peak shift)

Total Building Area (sq ft)

Number of Floors

Plan Effective Date

Next Review Date (recommended annually)

2. EAP Coordinator & Responsible Parties

OSHA 1910.38(e) requires designating and training a sufficient number of persons to assist in a safe and orderly evacuation. List all coordinators and their contact information below.

Primary EAP Coordinator (Name / Title / Phone / Email)

Backup EAP Coordinator

Floor / Area Wardens

Search & Rescue Team Members

First Aid / Medical Team Members

3. Emergency Reporting & Notification (1910.38(c)(1))

Describe how employees will report fires, medical emergencies, hazardous releases, security threats, severe weather, and other emergencies.

Internal Emergency Number

External Emergency Number (911 + local)

Alarm / Notification System Type (PA, horn, strobe, mass-text, etc.)

Backup Notification Method (if primary fails)

4. Evacuation Procedures & Routes (1910.38(c)(2))

Attach posted evacuation maps for every floor. Maps must be generated and posted at conspicuous locations. OSHAMap.com generates compliant maps in under 60 seconds.

Number of posted evacuation maps

Locations where maps are posted

Primary evacuation route description

Secondary / alternate route description

Accommodations for employees with mobility limitations

5. Procedures for Critical-Operations Shutdown (1910.38(c)(3))

Identify any process, equipment, or operation that must be shut down or attended before evacuation.

Critical operation #1 — description and shutdown steps

Critical operation #2 — description and shutdown steps

Personnel responsible for performing shutdowns

6. Employee Accounting After Evacuation (1910.38(c)(4))

Designate one or more assembly areas where employees will gather to be counted after evacuation.

Primary Assembly Point (name, distance from building, upwind direction)

Secondary Assembly Point (used if primary is compromised)

Accounting Method (roll call, badge scan, sign-in sheet, etc.)

Procedure if a person is unaccounted for

7. Rescue & Medical Duties (1910.38(c)(5))

List employees assigned to perform rescue or medical duties. Internal responders must be trained; otherwise rely on outside services.

Trained internal medical / first-aid responders

Location of AED units

Location of first aid kits

Location of eyewash / safety showers

External medical service (hospital name, distance, phone)

8. Fire Prevention Plan Cross-Reference (1910.39)

If your facility maintains a Fire Prevention Plan, summarize ignition source controls, fuel hazard controls, and equipment maintenance schedules here.

Major fire hazards on site

Storage / handling procedures for flammables

Person responsible for hazardous-material controls

Person responsible for fire-prevention equipment

9. Training & Drills (1910.38(e), 1910.38(f))

Train employees when the plan is developed, when responsibilities change, and when the plan changes. Document every training session and drill below.

Initial EAP training delivered to all new hires

- Refresher training delivered annually
- Evacuation drill performed at least annually (quarterly recommended)
- Drill performance reviewed; deficiencies corrected and re-drilled
- Plan reviewed and updated after material change to facility or operations

Training log location (binder, LMS, file path)

Drill log location

Last drill date

Next drill date

10. Plan Distribution & Posting (1910.38(b))

A written EAP must be kept in the workplace and available to employees for review. Workplaces with 10 or fewer employees may communicate the plan orally.

Locations where the written plan is kept

Locations where the evacuation maps are posted

11. Review & Sign-Off

Prepared by (name / title)

Signature & date

Reviewed by (safety committee / management)

Signature & date

Next scheduled review (annual)

Appendix A — Evacuation Map Posting Checklist

- Map posted at every primary entrance / exit
- Map posted at every elevator lobby and stairwell
- Map posted at every floor break room or common area
- Map clearly shows "YOU ARE HERE" marker
- Primary and secondary evacuation routes visible
- Assembly point shown outside building, upwind if possible
- Locations of fire extinguishers, AEDs, eyewash, and first aid kits shown
- Map is dated and tied to current floor layout
- Bilingual labels added if workforce requires them
- Map regenerated after any wall, exit, or occupancy change

Appendix B — Quick OSHA 1910.38 Reference

OSHA 1910.38(a): An EAP is required whenever an OSHA standard in this part requires one.

OSHA 1910.38(b): The plan must be in writing, kept in the workplace, and available to employees. Workplaces with 10 or fewer employees may communicate the plan orally.

OSHA 1910.38(c): Minimum elements — reporting procedures, evacuation procedures and routes, critical-operations shutdown procedures, employee accounting, rescue/medical duties, contact info for further information.

OSHA 1910.38(d): Employee alarm system per 1910.165 — distinctive signal, perceptible above ambient noise/light.

OSHA 1910.38(e): Designate and train evacuation assistants.

OSHA 1910.38(f): Train employees when plan is developed, responsibilities change, or plan changes.

This template is provided by OSHAMap.com as a free starting point. Customize all sections to reflect your facility, jurisdiction, and operations. Have an OSHA-qualified safety professional review the completed plan before posting.