

EMERGENCY ACTION PLANS

Safety Training Handout

EAPS or Emergency Action Plans facilitate employer & employee actions during workplace emergencies, especially building evacuations.



At a minimum an EAP must:

- *Outline the means of notifying employees of an emergency*
- *Outline evacuation procedures*
- *Map out emergency escape route(s)*
- *Identify names & job titles of person(s) to contact in an emergency*
- *Determine how employees will be accounted for after an emergency evacuation*
- *Describe procedures for critical employees*
- *Describe rescue & medical duties (if applicable)*

Smart Safety Rules

- Be sure you review the EAP in each workplace
- Only use a portable fire extinguisher if you are training and authorized to do so by your employer