

## Jobsite emergency action plan

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Company name \_\_\_\_\_ Presenter \_\_\_\_\_  
Location \_\_\_\_\_ Date \_\_\_\_\_

An emergency action plan is a good way to protect yourself and coworkers during a fire and other emergencies. An emergency action plan covers designated actions that should be taken for specific kinds of emergencies.

### Review elements of your emergency action plan

- The method for reporting fires and other emergencies.
- Location of telephone numbers of individuals to contact under the emergency plan.
- Rescue and medical duties for any workers designated to perform them.
- Designated assembly locations and procedures to account for all employees after an evacuation or shelter in place at the jobsite.
- Make sure alarms are distinctive and recognized by all employees.
  - Consider providing an auxiliary power supply if power is lost.

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*Accounting for everyone is one of the biggest challenges.*

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### Review these specific steps in your emergency action plan

- Who is going to report and communicate information to the first responders?
- Location of designated assembly areas.
  - Fire
  - Tornado
  - Medical Emergency
  - Other foreseeable emergencies
- Who is responsible for taking a head count after the evacuation?
- Accurate head counts are essential; emergency responders first question will generally be: "Is everyone out and accounted for?"
  - How this question is answered will determine if first responders then need to enter a burning building and other critical decisions.

If you rely on assistance from local emergency responders such as the fire department, local HAZMAT teams, or other outside responders, you may find it useful to coordinate your emergency plans with these organizations.

## Sign-in sheet (please print)

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