Emergency Action Planning

SF-LIB-02 | Emergency | Employer planning starter

Plan alarms, evacuation, accountability and emergency contacts.

Scope and limits

Starter for the elements in general-industry 1910.38 when applicable. Construction and other settings require their applicable rules and site arrangements.

Proposed employer workflow

1. Identify credible emergencies and decide which require evacuation or sheltering; attach a site map.

2. Write how to raise the alarm and contact emergency services; post the exact site address and responder access point.

3. Assign primary and alternate escape routes, assembly areas and arrangements for visitors and people needing assistance.

4. Identify any critical shutdown or rescue/medical duties and the trained personnel assigned. Others evacuate; do not improvise rescue.

5. Name the person who accounts for everyone and reports missing people to responders without sending workers back inside.

6. Review duties with employees and practice the site arrangements. Revise after changes or drill findings.

Stop-work trigger

Do not reenter until the designated authority releases the area.

Adapt this resource before use. It is not OSHA-approved, a certification, a permit, or a complete site-specific safety program. The employer must determine applicable rules and approve the actual controls.

Site implementation worksheet

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Employer / site: _____

Administrator / contact: _____

Effective date / next review: _____

Complete these topic-specific arrangements

Site address / alarm / emergency contact

Procedure / location / responsible person

Routes / assembly / assistance arrangements

Procedure / location / responsible person

Accountability / critical operations / medical duties

Procedure / location / responsible person

Attach the supporting plans

Identify applicable federal, State Plan and task-specific rules; attach equipment instructions, assessments, maps and any required written programs or permits. Record their document IDs below.

Supporting document / revision / owner

Employer approval / signature / date: _____

Approval of this worksheet alone does not authorize hazardous work.

Field check & follow-up

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Task / date / reviewer: _____

Mark each item Yes / No / N/A. Explain N/A. Resolve any missing critical control before work; record who verified the correction.

Check	Y / N / N/A	Action / owner
Alarm understood		
Exit routes accessible		
Assembly point identified		
Accountability owner named		
Responder access confirmed		

Crew briefing and verification

Discuss: Do not reenter until the designated authority releases the area.

Ask each worker to explain the task controls and who to contact. Record the topic, participant names, demonstration or questions, and unresolved gaps. Attendance alone is not proof of proficiency.

Participants / evidence / gaps / corrective action

Reviewed by / date / follow-up due: _____

Official reference and use

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38

Source checked Nov 3, 2026. OSHA regulations and recommended guidance have different roles. Verify changes and applicability before adoption. Procedures and forms here are original SafetyFluent planning aids. Copy and adapt for internal workplace use, retaining source and revision details.

Records: assign secure storage, access and retention based on applicable requirements; there is no universal retention period for every form. Keep medical details out of this general crew worksheet.