



EMERGENCY ACTION PLAN FOR TRAININGS

We strongly encourage local unions to develop Emergency Action Plans (EAP) for every training session, meeting, or event to keep people safe. The EAP describes what actions need to be taken to ensure the safety of those attending in the event of an emergency. Emergencies could include, but are not limited to, severe weather, fires, floods, earthquakes, explosions, toxic chemical releases, hurricanes, tornadoes, blizzards, acts of violence, and medical issues (heart attacks, seizures, injuries, etc.). The EAP includes floor plans or maps which clearly indicate the escape routes for the venue, the exits, remain-in-place locations, and fire extinguishers. Many venues already have their own EAP, so you may not need to develop your own. It will only take a few minutes to present your EAP to the training participants before it gets started.

VENUE AND EVENT HAZARD ASSESSMENT

An assessment of possible hazards and emergencies which could cause harm at the training is the first step in developing an Emergency Action Plan. The type of class, the number of students, and the type of venue where the training will take place are just some things to take into consideration. It is always a good idea to walk the exit routes to the exit and rally point to make sure no doors are locked and all passageways are clean, clear, and unobstructed.

Before the class starts, talk about the Emergency Action Plan. Let everyone know who the person in charge is and who their alternate is. Communicate the locations of exit routes, exits, rally point, remain-in-place, fire alarms, fire extinguishers, first aid kit, and AED machine. If an evacuation is required, someone should bring the sign-in sheets. These can be used at the rally point to determine if anyone is missing.

Inform class participants what types of action will take place for each specific emergency. Inform them of their part in the plan. Some examples of specific emergency actions include:

- Fire: Exit building to rally point
- Earthquake: Get under something or get near a wall away from windows
- Medical Issue: Person in charge assesses situation, directs others to help, determines if emergency responders are required and instructs someone to call 911

The weather needs to be checked in advance to see how it will affect the class, including the participants' commutes to and from the event. Should the event be cancelled or postponed? Continue to monitor the weather until the threat has passed or the end of the training if there is a safety risk to the participants. Determine the safety of the participants' commutes home at the end of the event.

PREPARING YOUR EMERGENCY ACTION PLAN

Before the Class, Meeting, or Event

- Identify any existing venue EAP, maps, floor plans, and resources
- Identify person-in-charge and an alternate
- Obtain contact information for venue (production manager, security, campus police, etc.)
- Locate alarms and/or emergency phones
- Determine the rally point and remain-in-place locations
- Post fire extinguisher locations

For Medical Issues

- Identify first aid and CPR/AED trained providers and medical professionals in attendance
- Locate first aid kit and AED
- Inform participants of the location to meet the EMT and direct them to class

For Severe Weather, Earthquakes, or Floods

- Identify where to get severe weather information: online, TV, radio
- Battery powered radio (for power loss situations)
- Determine when to evacuate or remain-in-place

For Fires, Explosions, or Acts of Violence

- Contact information for fire and police departments
- Determine when to evacuate or remain-in-place
- Active shooter preparedness

EMERGENCY ACTION PLAN TEMPLATE

This template should be customized for your training and venue. Add and remove items as needed to make your EAP appropriate to your training and venue and those possible hazards and emergencies associated with it. OSHA requires employers with more than ten employees to have a written Emergency Action Plan.

EVENT OR VENUE INFORMATION	
EVENT NAME	EVENT DATE
EVENT CONTACT	PHONE
VENUE/SECURITY CONTACT	PHONE
VENUE ADDRESS	ATTACH VENUE <input type="checkbox"/> EAP <input type="checkbox"/> FLOOR PLAN <input type="checkbox"/> MAP <input type="checkbox"/> RESOURCES
HOW TO CALL FOR FIRST RESPONSE	
EMERGENCY PERSON-IN-CHARGE	ALTERNATE PERSON-IN-CHARGE
FIRE DEPARTMENT	EMT OR AMBULANCE
POLICE DEPARTMENT	EMERGENCY PHONE LOCATIONS
FIRE/EMERGENCY ALERT SYSTEM	
LOCATION OF ALARMS	LOCATION OF FIRE EXTINGUISHERS
HOW TO ACTIVATE ALARM	PERSONS AUTHORIZED TO OPERATE FIRE EXTINGUISHERS
DIRECTING RESPONDERS	
LOCATION TO MEET FIRST RESPONDERS	REMAIN-IN-PLACE LOCATION
EVACUATION	
EXITS	RALLY POINT
FIRST AID	
FIRST AID CPR/AED TRAINED PERSONS IN ATTENDANCE	MEDICAL PROFESSIONALS IN ATTENDANCE
FIRST AID KIT LOCATION	AED LOCATION
WEATHER INFORMATION	
ONLINE	TELEVISION & RADIO