

## Preparing a Home for an Emergency

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Your organization will need to prepare for emergencies for both staff and the individuals you support. Use this tip sheet to get your home ready for an emergency, including an Emergency Action Plan and training for the workplace.

### Developing an Emergency Action Plan

An **Emergency Action Plan (EAP)** is a written document required to meet the Occupational Safety & Health Administration (OSHA) standards. It helps organize employer and employee actions during workplace emergencies.

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

Your organization's EAP must include:

- A designated **method for reporting** fires and other emergencies
- **An evacuation policy and procedure**
- **Emergency escape procedures and route assignments**
  - Floor plans
  - Workplace maps
  - Safe or refuge areas
- **Contact information** for people within and outside the workplace to contact when additional information is needed or to go over the duties and responsibilities under the emergency plan
- **Procedures for staff who remain** in the building to perform or shut down critical facility operations, operate fire extinguishers, or perform other essential services that cannot be shut down before evacuating
- **Rescue plans and medical duties for any workers authorized to perform them**
- If appropriate, the **procedure to notify an individual's legally authorized person** in case of evacuation or other emergency changes



### Training Staff and Beyond

Help staff get prepared to use an EAP through training and frequent practice.

#### Training:

Staff training on emergencies should cover:

1. Individual roles and responsibilities
2. Threats, hazards, and protective actions
3. Notification, warning, and communications procedures

## Tip Sheet

4. Means for locating and relocating individuals in an emergency
5. Emergency response procedures
6. Evacuation, shelter, and accountability procedures
7. Location and use of common emergency equipment
8. Emergency shutdown procedures



### Do this training when you:

1. Develop your initial EAP
2. Hire new employees
3. Introduce new equipment, materials, or processes into the workplace that affect evacuation routes
4. Change the layout or design of the facility
5. Revise or update your emergency procedures

## Practicing

Regular practice exercises can help your organization identify ways to improve emergency protocols and prepare employees to always be ready. Regular emergency drills can enhance EAP training.

Find exercises here: [www.ready.gov/business/testing/exercises](http://www.ready.gov/business/testing/exercises)

## The QuakeSmart Toolkit

Californians may face emergency situations caused by an earthquake. Use Ready.gov's QuakeSmart toolkit to:

1. Identify your risk
2. Develop a plan
3. Take action
4. Be recognized and inspire others



View and download the QuakeSmart toolkit: [www.fema.gov/media-library/assets/documents/152385](http://www.fema.gov/media-library/assets/documents/152385)

## Learn More

- From OSHA:
  - "How to Plan for Workplace Emergencies and Evacuations": [www.osha.gov/Publications/osa3088.pdf](http://www.osha.gov/Publications/osa3088.pdf)
  - Emergency Action Plans: [www.osha.gov/SLTC/etools/evacuation/evac.html](http://www.osha.gov/SLTC/etools/evacuation/evac.html)
  - Emergency Action Plan Checklist: [www.osha.gov/SLTC/etools/evacuation/checklists/eap.html](http://www.osha.gov/SLTC/etools/evacuation/checklists/eap.html)
- Ready.gov guidance for businesses: [www.ready.gov/business](http://www.ready.gov/business)
- Ready.gov guidance for those with disabilities: [www.ready.gov/disability](http://www.ready.gov/disability)