*Sample Template #1 – Emergency Action Plan*

[Facility Name]

|  |  |
| --- | --- |
| Policy Title: **Workplace Violence Prevention** | Policy Number: |
| Written by: | Approved by: |
| Effective Date: | Last Revised Date: |

|  |  |
| --- | --- |
| Policy Title: **Emergency Action Plan** | Policy Number: |
| Written by: | Approved by: |
| Effective Date: | Last Revised Date: |

**Purpose:**

[Facility Name] is committed to providing a safe work environment that includes plans for emergency response and evacuation. This policy has been developed to outline ways to safely respond to an emergency and evacuate our facility.

**Policy:**

1. In the event of an internal emergency when life is at risk, evacuation should be performed.
   1. If there is a question to whether evacuation is necessary, [Persons or Departments responsible], is responsible for making the determination and signaling evacuation.
   2. For specific emergency response plans, refer to other policies such as Fire Response.
2. Evacuation routes are posted throughout the facility.
3. All employees will maintain personal safety and assist in the safe evacuation of patients and visitors.
4. Employees will guide patients and visitors to closest, safe evacuation route.
   1. [Persons or Departments responsible] are responsible for evacuating individuals in the waiting room area(s).
   2. [Persons or Departments responsible] are responsible for evacuating individuals in the exams rooms.
5. If there are any questions about a specific responsibility or operations prior to evacuation, employees should contact [Persons or Departments responsible].
6. Elevators should not be used during emergency evacuations.
7. After evacuation, all evacuees will assemble at the pre-arranged gathering point, [designated reunification location], and perform a headcount to ensure that everyone is accounted for.
8. Basic first aid will be administered by clinical staff after evacuation as necessary.
9. Evacuees will not re-enter the building until the fire department or law enforcement personnel have given an all clear and it is deemed safe.