

Emergency Action Plan for Medical Offices

MedSpaBinder

Clinic and address

Plan contact (name, title)

Effective date

Covers the minimum elements of 29 CFR 1910.38(c). With 10 or fewer employees the plan may be communicated orally.

1. Reporting an emergency

Call 911 for fire, medical or security emergencies

Then notify (name, phone)

Alarm: how staff are alerted (pull station, PA, verbal)

Fire alarm pull stations are at

2. Evacuation

Type: full evacuation or shelter in place for

Primary exit route

Secondary exit route

Assembly point outside

Patients: who brings them out, including anyone mid-treatment or unable to walk

3. Shutting down before leaving (only if safe)

Lasers and devices: switched to standby / key removed by

Oxygen: tank valves closed by

4. Accounting for everyone

Headcount taken by (use today's schedule and staff list)

Report missing people to

5. Rescue and medical duties, and evacuation helpers

Role	Name / job title	Back-up
Leads the evacuation and calls 911		
Checks treatment rooms and restrooms are empty		
Brings the emergency kit and AED		
Helps patients who need assistance		
Meets responders and gives the headcount		

6. For more information about this plan, ask

Name or job title

Phone / email

Emergency Action Plan for Medical Offices (continued)

Plan reviewed with each employee (at hire, when their role changes, when the plan changes)

Employee	Date reviewed	Employee initials	Reviewed by

Approved by: _____ Date: _____ Next review: _____