One benefit of membership in the Ready Rating program is access to two fully customizable Emergency Action Plan templates.

An Emergency Action Plan or E-A-P outlines everyone’s roles during an emergency. The Red Cross recommends every organization have a written Emergency Response Plan that includes at least these six core elements.

1. Means of reporting fires and other emergencies
2. Evacuation procedures and emergency escape route assignments
3. Procedures for personnel who remain onsite to ensure critical operations continue before they evacuate
4. Accounting of all personnel after an emergency evacuation has been completed
5. Rescue and medical duties for personnel
6. Names or job titles of people who should be contacted

As shown here, each Emergency Action Plan template is downloadable and editable. Simply decide if there are additional areas you wish to address in your version of the E-A-P and click to include starter text covering that topic using the include/omit feature.

Once you have all the starter text in place, download the outline and begin to customize it to your specific organization.

Of course, if your needs aren’t that extensive, you may find that the pre-configured E-A-P-Go template is comprehensive enough, in which case you can download it and start the customization process.

Regardless, with very little effort you can have an Emergency Action Plan that meets the specific needs of your operation.

There you have it. A quick and simple way to generate a flexible E-A-P that meets your needs AND gives you a useful and practical tool to help protect the lives and safety of your personnel.

Completing an E-A-P is also one of the ways you can earn a STAR under the Ready Rating Recognition program.

For more information on this tool and the other features of the Ready Rating program, visit our website.