



Emergencies can put your workers, business, and community at risk. Make sure your workers are familiar with your emergency action plan and have a voice in making it more effective.

## TAKE THE RESPONSE-READY WORKPLACE CHALLENGE



- 1 Review your emergency action plan (EAP). It should cover actions to take in the event of an emergency, roles and responsibilities, equipment and supplies needed, and how to prepare in advance to minimize risks. See [OSHA's Emergency Action Plan Checklist](#) for information about what an EAP should include.

### Examples of emergencies to plan for:

- Weather-related disasters (floods, wildfires, hurricanes, tornadoes, etc.)
- Fires
- Chemical spills or releases
- Explosions
- Sustained power outages
- Violence
- Medical emergencies



- 2 Hold a toolbox talk or safety meeting during work hours to review your EAP. Repeat the meeting as needed so workers on all shifts participate.
  - Go over the key points of your EAP. Ask whether anything needs to be added. Share how workers can access the plan.
  - Have the group select an emergency that might occur in your workplace (such as fire, chemical spill, hurricane, robbery)
  - Ask participants to discuss the following questions about the emergency (you can add your own):
    - What actions would we take during this emergency?
    - What materials, equipment, and supplies do we need to respond?
    - What is the “chain of command” (for example, who orders an evacuation or shutdown)?
    - What are our procedures for evacuating and getting to a safe place?
    - How do we account for all workers before, during, and after the emergency?
    - How do we help people with disabilities or non-English speakers?
    - What steps can we take now to prepare and reduce risks?
  - After the meeting, summarize the discussion—especially areas for improvement in your EAP—and communicate the results to your workers.
  - Consider repeating this activity periodically, focusing on different types of emergencies.



- 3 Download your challenge coin and share that you have completed the Response-Ready Workplace Challenge!

Visit [www.osha.gov/safeandsound/Activities](https://www.osha.gov/safeandsound/Activities) to download your virtual Response-Ready Workplace Challenge coin. Share this coin with your workers during a safety meeting or training and post on your website, newsletter, or social media. This will reinforce that worker participation is a core part of your safety and health program—and is essential for effective emergency preparedness.

Use the **#ResponseReady** and **#SafeAndSoundAtWork** hashtags on social media to show that you participated in the challenge.