

OSHA Emergency Action Plan — Lakewood Family Medicine

Compliance Document

Generated: March 1, 2026

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1. Purpose and Scope

EMERGENCY ACTION PLAN

Lakewood Family Medicine
2200 Lake Shore Drive
Cleveland, OH 44107

Effective Date: [EFFECTIVE DATE]

This Emergency Action Plan (EAP) has been developed in accordance with OSHA's Emergency Action Plan standard, 29 CFR 1910.38, to ensure the safety of all employees, patients, and visitors in the event of an emergency at Lakewood Family Medicine.

This plan covers procedures for reporting emergencies, evacuation routes and assembly points, critical operations shutdown, employee accounting, rescue and medical duties, and training requirements. All employees are required to review this plan upon hire and following any updates.

The Emergency Action Plan is maintained by the designated Emergency Coordinator and is reviewed at least annually. The plan is readily accessible to all employees at the front desk, in the break room, and in the electronic policy manual.

2. Emergency Coordinator and Contact Information

The following individual has been designated as the Emergency Coordinator for Lakewood Family Medicine:

Primary Emergency Coordinator:

Name: Dr. Robert Chen, MD

Title: Practice Owner / Medical Director

Office Phone: (216) 555-0200

Cell Phone: (216) 555-0201

Email: r.chen@lakewoodfamilymedicine.example.com

Alternate Emergency Coordinator:

Name: Maria Gonzalez

Title: Office Manager

Office Phone: (216) 555-0202

Cell Phone: (216) 555-0203

The Emergency Coordinator is responsible for assessing the severity of the emergency, initiating evacuation procedures when necessary, contacting emergency services, ensuring all employees and patients are accounted for, and coordinating with first responders upon arrival. In the absence of the primary coordinator, the alternate coordinator assumes all responsibilities.

3. Evacuation Procedures and Assembly Points

When an evacuation is ordered by the Emergency Coordinator, fire alarm activation, or at the direction of emergency services, all employees, patients, and visitors shall evacuate the building immediately using the nearest safe exit.

Evacuation Routes: The facility has two primary exits — the main entrance on Lake Shore Drive and the rear exit through the employee break room leading to the back parking lot. Evacuation route maps are posted in every examination room, the waiting area, and the hallway intersections. Exit routes must be kept clear at all times.

Assembly Point: All personnel shall proceed to the designated assembly point in the northeast corner of the main parking lot, near the flagpole. This location is at least 100 feet from the building and away from emergency vehicle access routes.

Employee Accounting: The Office Manager (or designee) shall bring the employee roster and patient sign-in sheet during evacuation. A headcount will be conducted at the assembly point. No employee shall re-enter the building until the Emergency Coordinator or fire department has declared the building safe.

Patients Requiring Assistance: Employees shall assist patients with mobility limitations. Wheelchairs are available at the front desk and in Exam Room 4. Employees should be familiar with the locations of these aids and practice patient evacuation during drills.