Emergency action plan (dental office)

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Written plan under OSHA 29 CFR 1910.38. Keep it in the office where every employee can read it (1910.38(b)). An office with 10 or fewer employees may communicate the plan orally instead.

Office name: Address: Number of employees:

Plan owner (name and job title): Date written: Date of last review:

Where this plan is kept (for example front desk binder and shared drive folder)

1. Reporting a fire or other emergency (1910.38(c)(1))

How staff report an emergency. Tick each that applies and fill in the details.

- ☐ Call 911 from the nearest phone. Front desk phone number:
- ☐ Pull the fire alarm. Pull stations are at:
- ☐ Tell the person in charge right away, by voice or intercom:
- ☐ Other (for example building management or a security desk):

Emergency numbers are posted next to the phones and at (1910.165(b)(4)):

Posting locations

Contact	Phone
Fire, police, ambulance	911
Building management or landlord	
Gas utility (leak line)	
Medical gas supplier (nitrous oxide and oxygen)	
Poison control	1-800-222-1222
Office owner or manager (after hours)	

2. Employee alarm (1910.38(d), 1910.165)

The alarm must use a distinctive signal for each purpose and be heard above normal noise by everyone. With 10 or fewer employees, direct voice is acceptable if everyone can hear it (1910.165(b)(5)).

Signal (bell, horn, strobe, voice words)	What it means	What staff do

Alarm system tested by (name or company): How often (non-supervised systems: every two months):

3. Evacuation procedures and exit routes

Type of evacuation and exit route assignments (1910.38(c)(2)). Tick the fire policy this office follows.

☐ Total evacuation: everyone leaves when the alarm sounds. No employee is expected to use a fire extinguisher.

☐ Designated users: only these employees may use extinguishers; everyone else evacuates when the alarm sounds:

☐ Shelter in place for outside hazards (for example a smoke plume or a chemical release outdoors). Room:

Area or room	Primary exit	Second exit	Who clears the area

Assembly point outside: _____ Back-up assembly point: _____ Floor plan with routes posted at: _____

Patients in the chair

The clinician and assistant in each operatory are responsible for the patient there. Write your steps below. Example steps: stop the procedure, remove instruments, rubber dam and anything in the mouth, turn off the nitrous oxide if it was in use, raise the chair, and walk the patient to the assembly point. Plan ahead with your building manager or fire department for anyone who cannot use stairs.

Our steps for patients in treatment

Plan for patients or visitors who need help to leave (for example wheelchair users)

Evacuation helpers (1910.38(e))

Employees designated and trained to help others leave safely and in order.

Name or job title	Duty (for example sweep restrooms and sterilization, close doors)	Back-up person

4. Critical operations before evacuating (1910.38(c)(3))

Only if it can be done without delay or risk. Nobody stays behind to save equipment.

Task	Who	Where (valve, switch, panel)
Close the main valves on nitrous oxide and oxygen cylinders or the manifold		
Turn off the sterilizer, lab burners and torches		
Turn off the compressor and vacuum pump		
Take the staff list and the day's patient count (no names needed)		

5. Accounting for everyone and medical duties

Accounting for all employees after evacuation (1910.38(c)(4))

At the assembly point the person below counts staff against the staff list and counts patients and visitors by operatory and waiting room. Report anyone missing, and where they were last seen, to the fire department. Nobody goes back inside.

Headcount taken by: _____ Back-up: _____ Staff list kept at: _____

Report missing people to: _____

Location	Staff expected	Staff present	Patients or visitors expected	Present

Count patients only. This plan never needs a patient's name, chart number or date of birth.

Rescue and medical duties (1910.38(c)(5))

Employees who give first aid or CPR, or use the AED and medical emergency kit, until emergency services arrive. Staff do not attempt rescue inside a burning building.

Name or job title	Duty	CPR or first aid card expires

AED location: _____ Medical emergency kit and oxygen location: _____ First aid kit location: _____

Eyewash location: _____

Other emergencies and who to contact

Other emergencies

Emergency	What staff do	Who leads
Fire or smoke	Report, alarm, evacuate by assigned routes, close doors behind you, go to the assembly point	
Medical emergency (staff, patient or visitor)	Call 911, get the AED and emergency kit, assigned staff give care	
Nitrous oxide or oxygen leak	Close the cylinder valve if safe, ventilate, move people out of the area, call the gas supplier	
Natural gas smell	No switches or flames, evacuate, call the gas utility from outside	
Earthquake or severe weather		
Threat or violent person	Get to safety, call 911 when safe	
Power outage		

6. Who to contact about this plan (1910.38(c)(6))

Name or job title	Can explain	Phone or extension

Review with each employee (1910.38(f))

Review the plan with each employee when the plan is written or the employee starts, when their duties under the plan change, and when the plan changes.

Employee (name and job title)	Date	Reason: new, duties changed, plan changed	Reviewed by	Employee initials

If staff are expected to use fire extinguishers, train them on extinguisher use and the hazards of fighting early-stage fires at hire and at least annually (1910.157(g)).

Fire prevention plan (1910.39)

Required elements under 1910.39(c). An office with 10 or fewer employees may communicate this plan orally (1910.39(b)). Tell each new employee about the fire hazards in their job (1910.39(d)).

Major fire hazard	Handling and storage	Ignition sources and control	Fire protection equipment
Oxygen and nitrous oxide cylinders (both support combustion)			
Flammable liquids (for example alcohol, acrylic monomer, solvents)			
Electrical equipment and cords			
Lab burners, torches and the sterilizer			
Other:			

How flammable and combustible waste is kept from building up (1910.39(c)(2)), for example paper, boxes and gauze emptied daily

How safeguards on heat-producing equipment are maintained (1910.39(c)(3)), for example sterilizer and lab equipment serviced per the maker

Responsible for equipment that prevents or controls ignition (1910.39(c)(4)):

Responsible for fuel source hazards (1910.39(c)(5)):

Yearly review sign-off

Date reviewed	Changes made	Reviewed by (name and title)	Signature