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## Emergency Action Plan

Deputy Assistant Secretary – Indian Affairs

Office of Facilities, Property and Safety Management

Division of Safety and Risk Management



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## Basic overview of an Emergency Action Plan



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## What is an Emergency Action Plan?

Is an “action plan” used to organize staff and students actions during a workplace emergency.



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## What is a Workplace Emergency?

Is an unforeseen situation that threatens staff, students, customers, and the public.



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# What are the components of an effective Emergency Action Plan?

- Procedures to report fires / other emergencies.
- Evacuation Procedures and emergency escape route assignments.
- Procedures to be followed by those who remain to shut down critical equipment.
- Procedures to account for staff and students.
- Rescue and Medical duties for those who are to perform them.
- Names and job titles of persons who can be contacted for further information or explanation of duties under the plan.



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## Do I need an Emergency Action Plan?

In accordance with 25 IAM Topic 8 Fire Safety : Every Bureau business facility for employees, volunteers, or other personnel that is leased or bureau – owned must have an Emergency Procedures and Evacuation Plan that is current and posted on site.

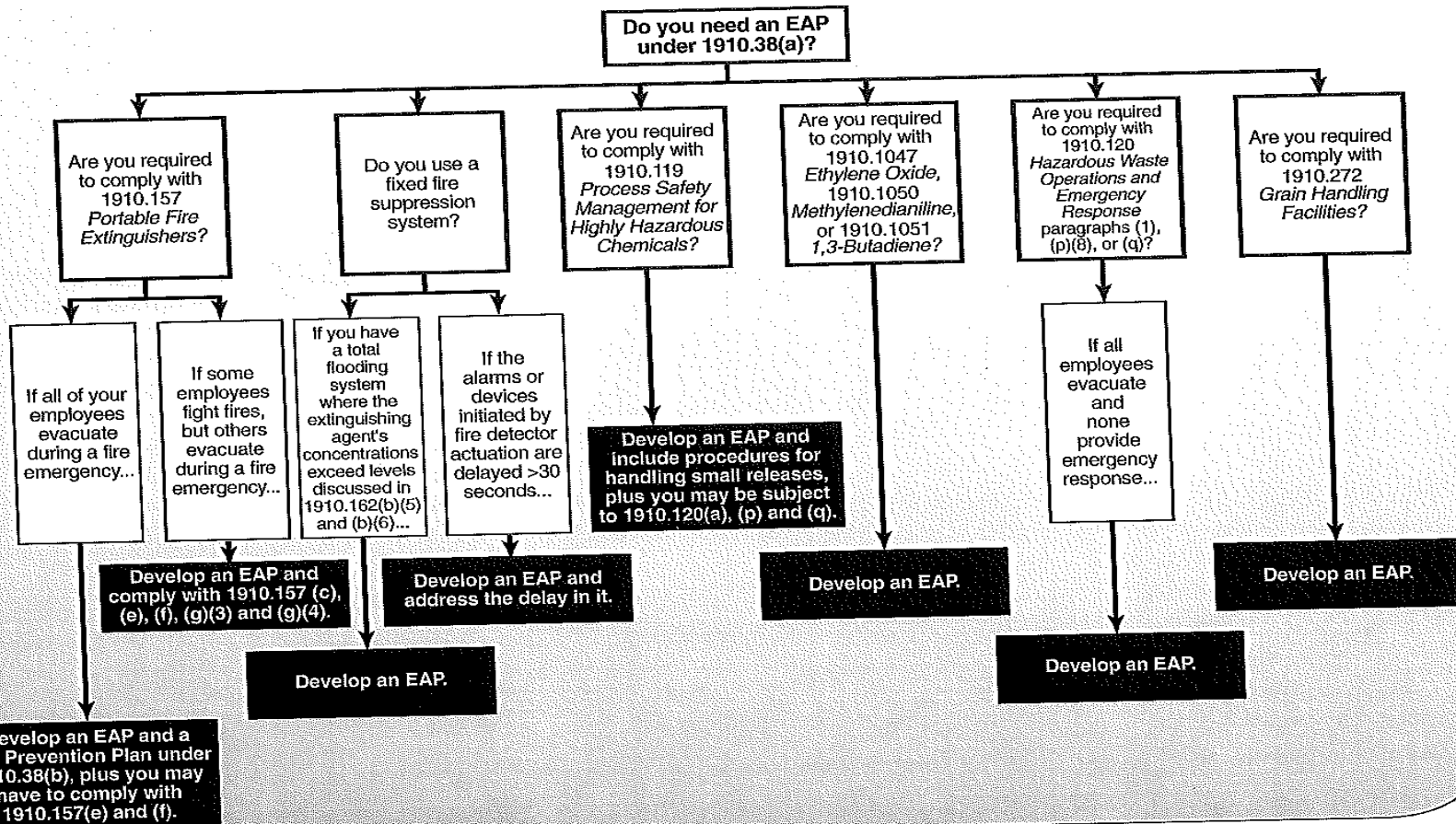
Federally funded schools must abide by various federal directives, orders, and regulations that require emergency planning, a mandate amplified after the terrorist attacks of 9-11 and Hurricane Katrina.



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## Standards That Refer to 1910.38(a) *Emergency Action Plan (EAP)* and Additional Emergency Planning Procedures





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## Who is responsible for the development of the Emergency Action Plan?

Safe schools Committee: Leads the safe schools planning efforts.

- Principal : School commander / EAP coordinator
- Assist Principal
- Facility Manager
- Security Officer
- Teachers
- Education Line Officers
- Regional Safety Managers





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## How do I evaluate my workplace?

Use the following OSHA standards:

- 29 CFR 1910.36 Design and Construction requirements for exit routes.
- 29 CFR 1901.37 Maintenance, safeguards, and operational features for exits.
- 29 CFR 1910.38 Emergency Action Plan (EAP)
- 29 CFR 1910.39 Fire Prevention Plan (FPP)
- 29 CFR 1910.157 Portable Fire Extinguishers
- 29 CFR 1910.160 Fixed Extinguishing Systems
- 29 CFR 1910.164 Fire Detection Systems
- 29 CFR 1910.165 Employee Alarm Systems



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## Continuity of Operations Plan Overview

- Each is school is required to have a COP to ensure it can resume operations after a major disaster and identify the following:
- Primary Mission Essential Functions (PMEFs)
- Mission Essential Functions (MEFs)
- Continue to support National Essential Functions (NEFs)



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## What are the steps in developing an EAP ?

- Develop the Emergency Action Plan
- Establish Authority
- Policies and Procedures
- Conduct Staff and Student Training and Plan Review.
- Review, Coordinate and Update the Plan.



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## Short Quiz?

1. Which of the following is NOT required in an effective Emergency Action Plan ?
  - a. Evacuating procedure and escape routes
  - b. Local state approval
  - c. Procedures to report a fire or other emergencies
  - d. Rescue and Medical Duties
2. What is the best way to protect yourself and others from emergencies ?
  - a. Conduct a thorough assessment of the facility or workplace
  - b. Call in sick
  - c. Wear body armor to work
  - d. Don't worry, It will never happen.



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## Develop the EAP





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Ensure that the EAP meets our specific needs



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Consider and list potential Natural or Man – Made Emergencies

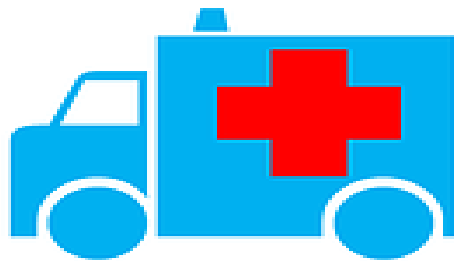




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## Develop Rescue and Medical Assistance







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## Important Communication Considerations



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Identify methods for reporting Fires and other Emergencies.





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## Develop Methods To Alert Staff and Students





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### Employee Alarm Systems - Employee Alarm Systems Checklist

#### EMPLOYEE ALARM SYSTEMS

1. Is the emergency preparedness plan reviewed and revised periodically?

#### DOES EACH EMPLOYEE KNOW THE FOLLOWING?

1. How to report an emergency.

2. The type and meaning of each emergency alarm or signal. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in 29 CFR 1910.165. [29 CFR 1910.38(d)]

3. Evacuation routes

4. Assembly areas

5. First aid / medical kit locations

6. Alarm pull box locations

YES NO

YES NO

#### ARE THE FOLLOWING EMERGENCY PHONE NUMBERS POSTED?

YES NO

1. Local fire department

2. Hospitals and ambulances

3. Police departments

4. Emergency response team

5. Emergency agencies

6. Is the employee alarm system recognizable and perceptible in all areas during emergency conditions?

7. Are employee alarm systems properly maintained and tested regularly?



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## How and When Staff will be Trained

- Individual roles and responsibilities
- Threats, hazards, and protective actions
- Notification, warning and communication procedures
- Emergency response procedures
- Evacuation, shelter, and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures



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How and When Drills and Retraining will be conducted



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Occupancy	Location in Life Safety Code Chapter Section		# of Drills required per Year
Assembly	12, 13	12.7.6, 13.7.6	N/A
Educational	14, 15	14.7.2, 15.7.2	Not less than 1 per month for every month a facility is in session.*
Day Care	16, 17	16.7.2, 17.7.2	Not less than 1 per month for every month a facility is in session.*
Health Care	18, 19	18.7.1.2, 19.7.1.2	Quarterly on each shift
Ambulatory Health Care	20, 21	20.7.1.2, 21.7.1.2	Quarterly on each shift
Detention and Correctional	22,23	22.7.1, 22.7.1	N/A
Hotels and dormitories	28,29	28.7.1.2, 29.7.1.2 28.7.3, 29.7.3	Hotels: Quarterly emergency organization. Dorms: Regular evacuation drills
Residential board and care	32, 33	32.7.3, 33.7.3	Bimonthly drills (2 must be while patients are sleeping)
Mercantile	36, 37	36.7.1, 37.7.1	Periodic employee drills
Business	38, 39	38.7.2, 39.7.2	Periodic drills in bldgs. with more than 500 occupants or more than 100 above or below street level.
Industrial	40+	40.2.2.11	Regular Drills+



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## Short Quiz

1. It is essential that the EAP developed be site specific with respect to what ?
  - a. Emergency conditions evaluated
  - b. Evacuation policies and procedures
  - c. Emergency reporting
  - d. All of the above
2. What are some general areas of training that should be addressed ?
  - a. Threats, hazards and protective actions
  - b. Individual role and responsibilities
  - c. First – aid procedures
  - d. All of the above





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## Policies and Procedures



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One policy does not fit all situations



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## Tornadoes

During a tornado, the Principal will activate a shelter-in-place alert. In high winds, the greatest threats are from roof failure, breaking glass, and flying debris. According to the National Weather Service, the most dangerous locations are generally large rooms with large expansive roofs such as cafeterias, gymnasiums, and auditoriums. The collapse of the room's outer load-bearing wall can lead to the failure of the entire roof. During this time, school staff should:

- o Move children to the lowest level in the school and into interior rooms or interior windowless hallways. All doors should be closed if possible.
- o Keep children away from windows, glass doors, skylights, and mirrors.
- o Keep windows closed.
- o To keep students calm and as appropriate to the situation, keep students engaged in discussion not related to the weather.



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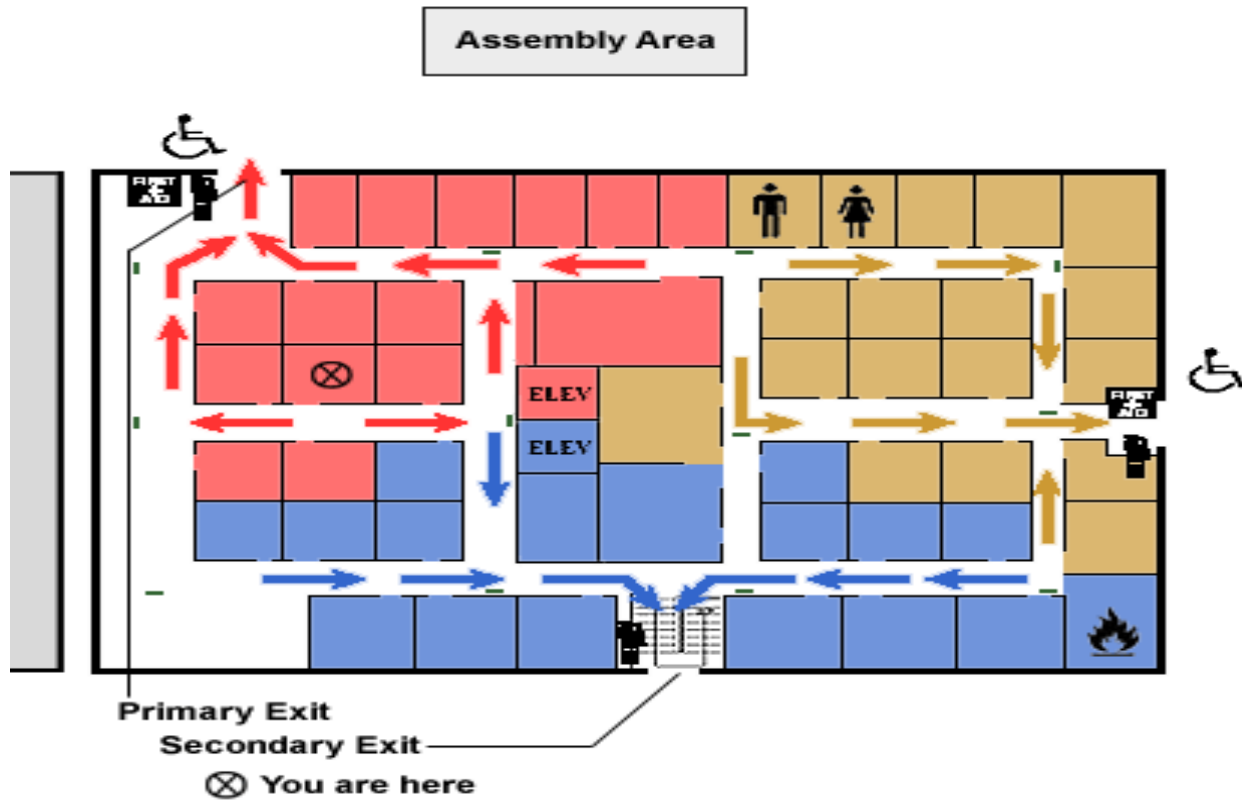
Determine specific evacuation routes and exits





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## Procedures for assisting people during evacuations





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Assembly Areas and methods to account for  
all Staff, Students and Visitors



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## Short Quiz

1. When openings could be mistaken for an exit, should a appropriate sign stating “NOT AN EXIT” be visible ?
  - a. True or False
  
2. To ensure the fastest , most accurate accounting of staff and students, consider taking a head count ?
  - a. True or False





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## Duties, Responsibilities and Training



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Establish Authority



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## Conduct Staff EAP Training

- Review EAP with employees when initial plan is developed.
- Train each new employee when he or she is initially assigned to the job.
- Review the plan, when plan changes or responsibilities have changed.



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## Other General Training to include

- Threats, hazards, and protective actions.
- Notification, warning, and communication procedures.
- Means of locating family members in an emergency.
- Emergency response procedures.
- Evacuation, shelter and accountability procedures.
- Location and use of common emergency equipment.
- Emergency shutdown procedures



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## Short Quiz

1. Who assesses the situation, oversees emergency procedures, notifies and coordinates with outside activities ?
  - a. HR Manager
  - b. Evacuation Warden
  - c. School Commander/ EAP Coordinator
  - d. Deputy Director
2. Which of the following situations should the EAP be reviewed with each employee ?
  - a. When directed by Regional Safety Manager
  - b. When the EAP is changed or developed
  - c. When instructed by the Local Fire Department
  - d. None of the above



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## Plan Review, Coordination, and Update



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Coordinate and practice with other organizations





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Update the EAP regularly





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## Final Quiz

1. According to OSHA, a written EAP must be kept at the workplace unless the company has 10 or fewer employees ?
  - a. True of False
  
2. The EAP goes hand and hand with the ?
  - a. National Fire Protection Agency (NFPA)
  - b. Fire Prevention Plan (FPP)
  - c. Employee Assistance Program (EAP)
  - d. Voluntary Protection Program (VPP)



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## 1. Company Name:

.....

### Street Address:

.....

### City:

.....

### State:

.....

### Zip Code:

.....

## 2. Company Contact Name:

.....

### Title:

.....

### Telephone/Cell:

.....

### Email:

.....

## 3. Alerts

The sounding of an alarm

Public Address system announcement

Verbal announcement

Other

Enter description of the other alert(s) here:

.....

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation)

Enter a description of the alarm for each emergency situation:

.....

## 4. Policy

In the event of fire or other emergency, ALL employees shall evacuate immediately.

The policy of this establishment in the event of fire or other emergency is:

Enter a more detailed policy statement:

.....

## 5. Routes

In the event of an emergency, employees shall evacuate by means of the nearest available marked exit.

In the event of an emergency, employees shall evacuate:

Enter a statement describing means of evacuation and evacuation routes:

.....

## 6. Extinguishers

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

Employees are not authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

In the event of a fire, the following individuals are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating:

Enter a statement describing employees (by name or job) who are designated to use fire extinguishers:

.....

## 7. Operations

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate:

Enter a statement describing employees (by name or job) who are designated to remain:

.....

## 8. Duties

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

The following employees are to perform rescue or medical duties during an emergency:

Enter a statement describing employees (by name or job) who are responsible for rescue and medical assistance:

.....

## 9. Assembly

After an emergency evacuation, employees are to gather in the following location(s):

Enter description of location here:

.....

## 10. Accounting

After an emergency evacuation, the procedure for accounting for all employees is:

Enter description of accounting procedure here:

.....

## 11. More...

Enter additional evacuation plan and procedures:

.....



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## Summary



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## Questions

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## References:

- 29 CFR 1910.34
- 29 CFR1910.35
- 29 CFR1910.36
- 29 CFR1910.37
- 29 CFR 1910.38
- 29 CFR 1910.165
- 25 IAM Chapter 8. 8.3
- NFPA 101 Life Safety Code
- NFPA 1 Fire Code
- Website:  
<https://www.osha.gov/SLTC/etools/evacuation/expertsystems/default.htm>
- Safe Schools Planning : A Guide for Educators
- Federal Continuity Directive 1 (FCD-1) and (FCD-2)



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## **Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when it is safe to do so.

## **Hide Out**

If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Close, cover, and move away from windows.



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## Keeping Yourself Safe While Hiding

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager. (Even the vibration setting can give away a hiding position.)
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.

## When Evacuation and Hiding Are Not Possible

When possible, provide the following information to law enforcement officers or 911 operators:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

## Take Action

As an absolute last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against him/her.
- Throw items and improvise weapons.
- Yell.
- Commit to your actions.



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### Civil Disorder and Demonstrations

#### In case of a demonstration or other form of civil disorder within the area:

1. Notify authorities immediately of any information received, factual or rumored, of a demonstration or other form of civil disorder which is planned or in progress in the vicinity of the facility.
2. Follow the instructions of building Security and the emergency preparedness personnel.
3. Assist with protecting objects.
4. If an explosion occurs, take cover immediately and anticipate there may be others.
5. Notify Authorities of any potential/actual hazards (e.g., fire, bomb threat) incurred during a threatening situation.
6. Stay indoors and away from windows unless directed to evacuate by the emergency preparedness personnel.
7. Evacuate when directed and follow the evacuation procedures included at the beginning of this handbook.
8. If released from work early, follow instructions of the emergency preparedness personnel and the local authorities.
9. Do not remain in the vicinity of the disturbance to sightsee.
10. Do not spread rumors.





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