

Chapter 21

Emergency Action Plans

21-1. General

a. An Emergency Action Plan (EAP) is a written document required by OSHA to facilitate and organize employer and employee actions during workplace emergencies. EAPs establish the immediate actions for personnel at individual facilities or work sites during localized (workplace) or widespread (installation) emergency conditions. Emergency conditions, man-made and natural, include, but are not limited to: fire, severe weather (tornado, earthquake, etc.), bomb threats, active-shooter, and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) incidents.

b. When an accident happens, there is no time to take a refresher course on the proper procedures to follow. Employees' responses to an emergency should be automatic based on clear communication and thorough training.

c. EAPs are required for every individual facility and work site on the installation that has 11 or more employees.

21-2. Procedures

a. EAPs are a Safety Program requirement, driven by OSHA standards, which are focused on emergency actions at the facility level. Installation level Emergency Management (EM) and Anti-Terrorism (AT) Plans are not needed to develop the facility EAP.

b. Evacuation procedures for tornadoes and hurricanes can be found in this document in Chapter 20, Weather.

c. *Fire*. Report all fires including those that have been extinguished.

(1) Activate building fire alarm system if not activated.

(2) Alert all occupants to evacuate the building using their nearest fire exit.

(3) Dial 911, provide name, building number, phone number, and the nature and location of the fire. Cell phones are not directly linked to the Fort Lee PMO dispatch so identify that you are need emergency services for Fort Lee so the call can be transferred immediately.

(4) Extinguish the fire if possible.

(5) Give all possible assistance to arriving fire units.

d. *Natural gas leak or odor*. Any spark from an electrical or battery source can ignite the gas and can create an explosion.

(1) Do not activate the building fire alarm system. Verbally alert other building occupants to evacuate the building using the nearest exit upwind and away from the leak if possible.

(2) Do not turn on or off any appliances, light switches, or motor vehicles. Whatever is on, leave on and whatever is off, leave off.

(3) Call 911 from a telephone located away from the gas leak or odor. Provide your name, building number, telephone number, and the nature and location of the gas leak or odor.

(4) Provide all possible assistance to arriving fire units.

e. EAPs are required for all facilities. An EAP will be developed for a specific facility, but certain elements are required for all EAPs. As a minimum, the following elements will be included in all plans:

(1) *Required elements of an EAP.*

(a) Name and contact information of the Facility Manager.

(b) Shelter-in-place.

(c) Tornado

(d) Earthquake

(e) Bomb threat

(f) Suspicious package

(g) Active shooter

(h) CBRNE incident

(2) Emergency escape procedures and emergency escape routes. The use of floor plans or workplace maps that clearly show the emergency escape route should be included.

(3) Procedures to be followed by personnel who remain to perform critical procedures before they evacuate.

(4) Procedures to account for all employees after an emergency evacuation has been completed.

(5) The methods for reporting fires and other emergencies.

(6) Rescue or medical duties for personnel who are required to perform them.

(7) Names or job titles of personnel who can be contacted for further information or explanation of duties under the plan.

f. All personnel will be trained on actions to take in case of emergencies. The following topics should be included in the training.

(1) How to report a fire, chemical spill, or other accident or incident. In most cases, call 911.

(2) Emergency alarms that will be used.

(3) The responsibilities for shutting down operations or systems in order to avoid making a bad situation worse.

(4) Where to find fire extinguishers and first aid equipment.

(5) How to alert others to evacuate the area.

(6) Locations of emergency exits and how to reach them quickly.

(7) The assigned point for assembling after evacuating the hazard area so that the whereabouts and safety of all employees can be accounted for.

g. New employees will have initial training and thereafter when changes are made to the plan. After personnel have reviewed and been trained on the EAP, it shall be kept at the workplace and made available for employee review.