



MILPITAS FIRE DEPARTMENT BUREAU OF FIRE PREVENTION

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Guideline for Preparation of Emergency Action Plans

Scope and Purpose

The Emergency Action Plan (EAP) shall outline the basic preparedness steps needed to handle the anticipated emergencies at a work site. The EAP needs to address all emergencies that can be reasonably expected to occur in a particular workplace. These can include emergencies involving fire, hazardous materials, earthquakes, floods, medical and sociological emergencies. The plan shall provide guidelines and procedures to prepare for emergencies as well as identify actions to be taken in the event of each type of emergency.

Elements of the Emergency Action Plans

The emergency action plan shall be in writing and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies. The following elements, at a minimum, shall be included in the plan:

1. Pre-emergency planning and vulnerability assessment
Identify potential emergencies that the facility is vulnerable to. These can include emergencies that occur within the facility as well as outside emergencies in the nearby vicinity and community. Include emergencies that are the result of natural disasters, processes within the facility, medical, and sociological. Assess the probability and potential impact of each emergency for incorporation into the action plan. The plan shall address each type of emergency identified and the actions to be taken for each type of incident.
2. Identify personnel in the implementation of the plan
The facility shall designate and train a sufficient number of persons to assist in safely implementing the EAP. These employees shall be identified in the plan, including emergency contact numbers where they can be reached. Each person's role in the plan shall be specified. Personnel shall be trained in their specific responsibility for the plan. A backup mechanism shall be in place for personnel who are not on site or cannot be reached.
3. Alarms, Communication Systems and Emergency Reporting
In the event of an emergency, a method of notifying occupants shall be identified in the plan. This can be an emergency alarm system, verbal commands, phone system etc. All occupants shall be trained in response to emergency conditions. If the alarm system is not monitored a designated individual shall be assigned to this function.
4. Emergency Plans
A specific written emergency plan should address policy and procedures for each type of emergency identified in the pre-emergency plan and vulnerability assessment. The plan shall identify specific steps to be taken for each type of emergency. Depending on the type of emergency the following 'evacuation' and 'shelter in place' plans will be incorporated into the procedures.
5. Evacuation Plan
The EAP shall have a written evacuation plan in place. The plan should show evacuation routes from the building. The plan must address how workers, guests and visitors with disabilities will be assisted out of the building. The plan will identify assembly areas for personnel to congregate so they may be accounted for. The assembly area must be far enough away from the building so as to not hamper emergency operations and also provide safety for those evacuated. A map of the evacuation routes and assembly area should be included in the plan as well as posted throughout the building. Secondary routes must also be identified if the primary route is blocked.

6. Shelter in Place Plan

In the event of some type of emergencies such as hazardous materials release or severe storm a shelter in place procedure may be used. The EAP shall address the type of incidents whereby this scenario will occur. The shelter in place plan will provide the evacuation route and the shelter in place location. A map of the evacuation routes and the shelter in place area shall be in the plan as well as posted throughout the building.

7. Procedures for accounting for all occupants of building

The EAP should identify a means to account for all occupants of the building. The plan will designate who is responsible for this function. It is important that occupants know they must be accounted for before leaving the area. Each emergency assembly area shall have a designated individual for occupant headcount. This person is responsible for relaying this information to emergency responders.

8. Emergency and Safety Controls

The EAP shall identify the emergency and safety controls within the building. These could include manual HVAC shutdown, fire extinguishers, alarm pull stations, sprinkler systems and smoke detectors. If deemed necessary, a chemical monitoring and detection system with detection and response notification shall be present. Critical equipment shutdown is to be identified in the case of emergency. Procedures for employees who remain to perform critical shutdown and emergency notification should be included in the EAP. The site map should show the locations of safety and emergency controls.

9. Emergency medical treatment and first aid

The EAP shall address procedures for emergency medical treatment and first aid. The nearest medical facility should be identified. Designated personnel should be identified and trained to assess medical emergencies. Children shall have Emergency authorization for medical aid on file.

10. Emergency equipment and supplies

The EAP should identify the emergency equipment and supplies that are available on site. The location area for the equipment shall be identified.

11. Training, drills and annual review

Before implementing the EAP, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. The employer shall advise each employee of his/her responsibility under the plan at the following times:

- (A) Initially when the plan is developed,
- (B) Whenever the employee's responsibilities or designated actions under the plan change, and
- (C) Whenever the plan is changed.

The employer shall review with each employee upon initial assignment those parts of the plan, which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. The plan shall be reviewed and evaluated on an annual basis.

Monthly drills shall be conducted and documented. An annual drill with Fire Department on site shall also be conducted.

Once the Emergency Action Plan has been completed it shall be submitted to Milpitas Fire Department for review for completeness prior to implementation. The plan shall be reviewed, updated and submitted to the Fire Department for approval on an annual basis to incorporate any changing conditions within proximity to the site.

