

Hanover County Safety & Risk Focus



Emergency Action Plans

September is Emergency Preparedness Month! Workplace emergencies can happen any time and in any workplace environment. These emergencies may have the potential for severe injury to workers and even extreme property damage. Emergency Action Plans provide procedures in a workplace, so employees know what is expected and what to do in the event of an emergency.

According to OSHA, the purpose of an Emergency Action Plan (or EAP for short) is to facilitate and organize employer and employee actions during workplace emergencies.

- Exit signs must be clearly visible and emergency exits must not be blocked.
- Evacuation maps should be posted in the workplace in easily accessible & visible areas to employees and members of the public.
- Assembly points at the exit discharge should be identified ahead of time and known by the employees. For facilities where the public has access, employees should ensure that any member of the public is taken account of and directed to safety as well.
- Workers and members of the public should report immediately to the designated assembly area upon evacuation.
- No one should go home or to an offsite location other than assembly area during an emergency evacuation.

While all employees should be trained on the Emergency Action Plan for the specific work location that they are currently working in, here are some important points all workers should remember.

- Everyone in the workplace should be aware of the Emergency Action Plan and familiarize themselves with the posted evacuation diagrams.
- All employees should know how to report an emergency, what their role in an emergency response is and for facilities where the public are present, know what to do to assist individuals to safety as well.
- During any emergency drill, all employees should follow the evacuation procedure. No one stays behind!
- All employees must be aware of their role during any emergency. Most employees will follow evacuation or shelter-in-place safety procedures, but some will have safety facilitator, medical rescue, or critical operations roles.
- Emergency exits should be clearly labeled, lighted and visible always. Emergency exits should NEVER be blocked, even temporarily.

Emergencies will occur, but when they do, we can be ready by preparing today to thrive tomorrow!

Safety & Risk Quote of the Month:



Safety & Risk Resources

Below are some additional resources for review related to Emergency Action Plans & Emergency Preparedness:

[Take Control in 3,2,1 2023 Emergency Preparedness Campaign \(Ready.gov\)](#)

[Emergency Preparedness – National Safety Council \(Video\)](#)

[Virginia Department of Emergency Management](#)

[Emergency Action Plans \(Video\)](#)