

# MCLB ALBANY SAFETYGRAM

## 2021 Command Safety Program Goal: Update EAP

An **emergency action plan (EAP)** is a written document required by the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38(a), with the purpose to facilitate, and organize employer and employee actions during workplace **emergencies**. Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological incidents, civil disturbances, and workplace violence.

Most employers create maps from floor plans, adding arrows that designate the evacuation route. These maps should include locations of exits, assembly points, and equipment (such as fire extinguishers, spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards. Below is the guidance published to the command for action.



**Background:** Supervisors are required to have an **Emergency Action Plan (EAP)** for each office and/or shop for which they are responsible. Supervisors are also required to train their employees and contractors on the EAP, conduct an annual evacuation drill for all personnel and assess the effectiveness of their EAP. As of 31 Dec 20 only 42 of 62 (68%) work areas occupied by command employees and contractors were compliant with having a current EAP, documented EAP training, and conducting and assessing an annual evacuation drill.

**References:** MCLBAO 3301.1A, *MCLB Albany EAP*, 29 CFR 1910.38, and OSHA Directive CSP 03-01-005, page 43

**Goal:** Update Emergency Action Plans for each work area in the command.

**Target Date:** 23 November 2021

**Goal Leader:** Division Directors, Company Commander, and Special Staff

**Goal Progress Reporting:** Division Directors, Company Commander, and Special Staff will brief the progress of this goal at the Commanding Officer's Quarterly Safety Council.

	Objective	Objective Leaders	Target Date
1	Revise MCLBAO 3301.1A, <i>MCLB Albany EAP</i> , dtd 30 Mar 17	Emergency Manager & Lead Safety Specialist	27 April 2021
2	Update EAP for each work area (offices, shops, etc.) using the template in MCLBAO 3301.1B.	Directors Company Cdr and Special Staff	27 July 2021
3	Provide documented training to employees and contractors on the updated EAP for each work area. Include documentation of training new employees and contractors.	Directors Company Cdr and Special Staff	26 October 2021
4	Conduct and document, using a personnel roster and critique form, an annual evacuation drill(s) to exercise the EAP in every work area and ensure every employee and contractor participates.	Directors Company Cdr and Special Staff	23 November 2021

Once the EAP is complete, it needs to be shared with the entire workforce for several reasons:

- Every employee needs to know the plan so they can follow it in case of an emergency.
- It needs to be subject to review so improvements can be made on an ongoing basis.
- Training needs to be provided. Just as physical exercise allows you to perform physical tasks with less effort, emergency procedure exercises allow the workforce to follow the plan in an actual emergency quickly and efficiently at a time when every second counts.



For additional information, please visit:

<https://www.oshaeducationcenter.com/articles/emergency-action-plan/>

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Prepared by: Juan Escovar

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