



**MCLB Albany  
CY21 Command Safety Program Goal**



Approved on: 21 January 2021

  
  
**M. J. FITZGERALD**



# CY21 Command Safety Program Goal



## GOAL: UPDATE EAPs

**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

NO ACTION	IN PROGRESS	COMPLETED
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