EMERGENCY PLANNING

Program Element
R2-10-207(4)

Each Agency shall develop an emergency plan for each location that establishes procedures to follow in the event of serious injury, fire or other emergency that can be reasonably foreseen at the specific agency location.

The emergency plan shall designate an employee responsible for formulating, implementing, testing, and maintaining the emergency plan. The plan will contain procedures for notifying emergency response personnel and safe evacuation of personnel and visitors from the location. Evacuation diagrams shall be visibly posted throughout each location. Include procedures for obtaining first-aid, medical treatment/transportation, and other specific hazards for each of your locations. The plan will be periodically tested and evaluated to identify deficiencies for correction.

Definition:	An emergency plan is a written program that specifies procedures for handling sudden or unexpected situations. The objective is to be prepared to: • Prevent fatalities and injuries • Reduce damage to buildings and contents • Protect the environment and the community • Accelerate the resumption of normal operations
Why do I need this program?	The purpose of an emergency action plan (EAP) is to facilitate and organize employer and employee actions during workplace emergencies. Proper employee training where the employees understand their roles and responsibilities within the plan will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.
How do I know if this program applies to my agency and my specific job hazards?	An EAP is a State Risk Management and OSHA requirement. This must be in writing and be available to employees for review.

What are the minimum required elements and/ or best practices for an Emergency Action Plan?	As identified in OSHA, an emergency action plan must include at a minimum: • Procedures for reporting a fire or other emergency • Procedures for emergency evacuation, including type of evacuation and exit route assignments • Procedures to be followed by employees who remain to operate critical operations before they evacuate • Procedures to account for all employees after evacuation • Procedures to be followed by employees performing rescue or medical duties • Contact name or job title employees needing additional information about the plan or an explanation of their duties under the plan The State of Arizona Emergency Response Procedures (Flip Chart) is designed to work in unison with your EAP; identifying actions for specific emergencies in your workplace Consult the State Risk Management document Building Emergency Action Plan Development Guidance to assist with the EAP process.
Are there any mandatory training requirements or best practices that must be developed by the agency?	For State employees the Y.E.S. site offers a Computer Based Training (CBT) that provides the minimum required general training for an employee's emergency knowledge; select Employee Training, Category: Emergency Planning, Course: ERM100EP. Additional general training should be provided by each Agency for their employees, and should address the following: • Individual roles and responsibilities • Threats, hazards, and protective actions • Notification, warning, and communications • Means for locating occupants in an emergency

	• Emergency response procedures
	• Evacuation, shelter, and accountability
	• Location and use of emergency equipment
	• Emergency shutdown procedures

State Risk provides bi-annual training to new floor wardens of an ADOA owned or managed building; register directly through State Risk. The audience would be anyone new to one of these roles/responsibilities.

- New Floor Wardens
- Alternate Floor Wardens
- Sweepers/Searchers
- Alternate Sweepers/Searchers

Available under the State Risk, Fire-Life-Safety section are Additional Resources, which provide useful links that address specific hazards and training resources.

Contact State Risk Management at 602-542-2175 to discuss your training needs with one of our consultants.

Are there specific requirements for documenting the program, training, etc…?

Records should be maintained in accordance with Regulatory, State, and your Agency's specific retention schedules. Consult with those entities to determine how long to maintain records.

> The Secretary of State, State Library, Archives and Public Records website is a great resource for your Agency's specified retention schedule.

Are there any resources available that can assist me in putting together an Emergency Action Plan?

To assist in Emergency Action Plan development, State Risk has provided the General Template document to guide you through the process of writing an EAP.

State Risk provides these forms for a Building Coordinator's (B/C) use in evacuation planning and management:

- Pre-Evacuation Drill Conference form is an agenda of topics to cover prior to scheduled drills.
- Building Coordinator Evacuation Evaluation form is for evacuation assessment and is an auto-generated report that is sent to the ADOA General Services Division.

State Risk provides these forms for Floor Warden documentation and training:

- Floor Warden Assignment Form provides contact information and identifies area/role of responsibility.
- Floor Warden Evacuation Evaluation Form is their evacuation assessment for their area of responsibility.
- Floor Warden Checklist is to assist with orienting employees on the building's EAP and ensure items are addressed.
- Employees Needing Assistance List is used to identify individuals with medical conditions or impairments that would make evacuation problematic.

Additional resources:

OSHA's How to Plan for Workplace Emergencies and Evacuations

NFPA's EMPLOYEE FIRE AND LIFE SAFETY: Developing a Preparedness Plan and Conducting Emergency Evacuation Drills