

Employee Emergency Action Plan (EAP) Guidance

The EAP is designed to protect life safety by focusing on simple response strategies to all threats and hazards. Preparing for emergencies in advance is key, so that one can make the best choice possible based on the situation.

Preparing for emergencies

Be Mindful



- Maintain situational awareness
- Report non-emergencies through the proper channels
- Keep necessary items with you (**cloth face covering**, keys, medications, etc.)

Confirm



- Closest evacuation route and an alternate
- Area of Rescue Assistance
- Primary and alternate assembly area
- Location of emergency equipment intended for employee use

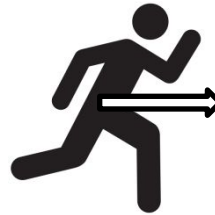
Connect



- Sign up for emergency alerts
- Keep your information current, including emergency contacts and coworkers' information
- Look for additional training opportunities

Responding to emergencies

GET SAFE – take the appropriate action



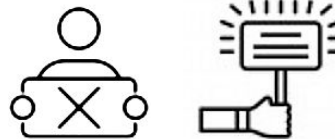
- **Evacuate** the building or area using the nearest exit if the greater threat or hazard is nearby
- **Remain** where you are at if it safer to do so
- Take active countermeasures as a last resort

Communicate



- Call 911 or other authorities to report the emergency when you are safe
- Report to manager or supervisor to inform them of event and your status

Monitor the situation



Stay OR Go

- **Return:** Resume earlier activities when it is safe to do so
- **Ongoing:** Stay safe and transition to the continuity plan as applicable