



County of Henrico Human Resources

Verification	Originator	Revised	Issued
Initials	Risk Management	Risk Management	Risk Management
Date	05/01/2015	04/04/2017	05/01/2018

Safety/Loss Prevention Manual

Chapter 4 Emergency Action Plans

Area of Application:	County of Henrico General Government & Schools
Document Location:	http://employees.henrico.us/info/safety-manual/
Revisions	
Rev. No.	Date Description
001	04/04/2017 Added Emergency Action Plan template link and updated procedures.
002	

Purpose:

- A. This chapter assists County of Henrico department heads with the implementation and maintenance of an Emergency Action Plan (EAP) when non-routine emergency conditions arise. An emergency is defined as any situation where the health and safety of employees or the general public is in danger. Such emergencies include fire, smoke, bomb threat, severe weather, loss of power/utilities etc.
- B. When needed, the EAP will encourage the best response in an emergency situation. This would include not just employees, but visitors, guests, and contractors who may be present in County of Henrico facilities at the time.
- C. The template included in this chapter will assist departments with the development and implementation of an EAP.
- D. EAPs shall be customized to meet the characteristics of each facility/work area without compromising the security, or the safety of all personnel and the public. **NOTE: The template provides general guidelines only. It may not include all protection features or responses essential to each facility or work area. Any department that needs assistance in developing an appropriate and effective EAP should contact Risk Management.**

Scope:

This chapter applies to all County of Henrico agencies and work areas.

Program Administration:

Through the guidance of Risk Management, each affected agency will establish written policy that will outline how the requirements of the EAP will be met.

Exemptions:

The Adult and Juvenile Detention facilities, Mental Health & Developmental Services, and the County of Henrico Public Schools System are not required to use the template included with this chapter. Since those departments operate under their own Emergency Action Plans, each one has been developed to meet specific State and Federal requirements unique to those agencies

Responsibility:

- A. Department Heads will:
 1. Establish an effective EAP with guidance from Risk Management and Emergency Management.



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2. Establish authority and assigning responsibility during an emergency
 3. Provide funding, and with the cooperation of Risk Management and Emergency Management, ensure training is complete.
 4. Ensure EAPs are reviewed by all staff at least annually
 5. Determine if an emergency exists and what course of action to take
 6. Maintain liaisons with local authorities to enhance safety
- B. Risk Management will:
1. Provide guidance and consultation with departments when EAPs need updates
 2. Assist departments with training requirements in partnership with Emergency Management.
 3. Ensure, with the guidance of Emergency Management, that appropriate training is provided when needed, or requested.
- C. Employee Training:
1. For an EAP to be effective, each affected employee must understand the plan specific to his/her department. It is the responsibility of the Department Head to ensure training is complete for all new hires before their initial assignment into a work area. If responsibilities or response actions outlined in the EAP change, all affected personnel are to be notified, and follow-up training will be assigned and completed.
 2. Employee training in EAP preparedness will include:
 - a. Emergency procedures
 - b. Primary means of egress
 - c. Gathering personnel at a predetermined location following an evacuation event
 - d. Understanding the components of the written EAP, its implementation, required training, and each worker's role during an emergency.

Use this link to access the Emergency Action Plan template:

<http://employees.henrico.us/info/safety-forms/>

Disclaimer:

Although every effort has been made to ensure this Policy addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed.