



**County of Henrico**  
**Department of Emergency**  
**Management**  
**& Workplace Safety**

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	07/24/2023	08/01/2023

**Safety Manual**

**Chapter 4 Emergency Action Plans**

<b>Area of Application:</b>	County of Henrico General Government & Schools
<b>Document Location:</b>	<a href="http://employees.henrico.us/info/safety-manual/">http://employees.henrico.us/info/safety-manual/</a>
<b>Revisions</b>	
<b>Rev. No.</b>	<b>Date</b> <b>Description</b>
001	04/04/2017 Added Emergency Action Plan template link and updated procedures.
002	07/24/2020 Added Safety Liaisons.
003	07/28/2022 Aligned EMWS titles and terminology.

**Purpose:**

- A. This chapter assists County of Henrico Departments 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, active shooter, 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 County's EAP template will assist departments with the development and implementation of a site-specific 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 the Department of Emergency Management & Workplace Safety (EMWS) at 804-501-5162.**

**Scope:**

This chapter applies to most County of Henrico departments and employees.

**Program Administration:**

Through guidance from the Department of EMWS, each affected department 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:**



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**Chapter 4 Emergency Action Plans**

A. Department Heads shall:

1. Establish an effective EAP with guidance from EMWS.
2. Establish authority and assign responsibility during an emergency.
3. Provide funding, and with the cooperation of EMWS, 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 open relationships with local authorities to enhance safety.
7. Ensure that the completed EAP(s) for their department/divisions are posted on the County's "One Drive" (or other accessible location) for EMWS review and to allow access for affected employees.

B. The Department of EMWS will:

1. Provide guidance and consultation with departments when EAPs need updates.
2. If requested, will assist departments with training.
3. Ensure that appropriate training is provided.

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, his/her designee, and/or the Safety Liaison(s) to ensure training is complete for all new hires before initial assignment to work areas. 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 Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.