



MILPITAS FIRE DEPARTMENT FIRE PREVENTION DIVISION

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Guideline for Preparation of Emergency Action Plans

Scope and Purpose

The Emergency Action Plan (EAP) shall outline the basic preparedness steps needed to handle the anticipated emergencies at the facility and/or site. The EAP needs to address all emergencies that can be reasonably expected to occur. These can include emergencies involving fire, hazardous materials, earthquakes, floods, medical and sociological emergencies. The plan shall provide guidelines and procedures to prepare for emergencies as well as identify actions to be taken in the event of each type of emergency.

Elements of the Emergency Action Plans

The emergency action plan shall be in writing and shall cover those designated actions the EAP managers and occupants must take to ensure safety from fire and other emergencies. The following elements, at a minimum, shall be included in the plan:

1. Pre-emergency planning and vulnerability assessment

Identify potential emergencies that the facility and/or site is vulnerable to. These can include emergencies that may occur within the facility and/or site as well as outside emergencies in the nearby vicinity and community. Include emergencies that are the result of natural disasters, processes within the facility and/or site, medical, and sociological. Assess the probability and potential impact of each emergency for incorporation into the action plan. The plan shall address each type of emergency identified and the actions to be taken for each type of incident.

2. Identify personnel in the implementation of the plan

The EAP for the facility and/or site shall designate and train a sufficient number of persons (managers) to assist in safely implementing the EAP. The EAP managers shall be identified in the plan, including emergency contact numbers where they can be reached. Each person's role in the plan shall be specified. Personnel shall be trained in their specific responsibility for the plan. A backup mechanism shall be in place for personnel who are not on site or cannot be reached.

3. Alarms Communication Systems and Emergency Reporting

In the event of an emergency, a method of notifying occupants shall be identified in the plan. This can be an emergency alarm system, verbal commands, phone system etc. All occupants shall be trained in response to emergency conditions.

4. Emergency Plans

A specific written emergency plan should address policy and procedures for each type of emergency identified in the pre-emergency plan and vulnerability assessment. The plan shall identify specific steps to be taken for each type of emergency. Depending on the type of emergency, the following 'evacuation' and/or 'shelter in place' plans shall be incorporated into the procedures.

5. Evacuation Plan

The EAP shall have a written evacuation plan in place. The plan should show evacuation routes for the facility and/or site. The plan must address how occupants will be assisted out of the facility and/or site. The plan shall identify assembly areas for occupants to congregate so they may be accounted for. The assembly area must be far enough away as to not hamper emergency operations and also provide safety for those evacuated. A map of the evacuation routes and assembly area(s) should be included in the plan as well as posted throughout the facility and/or site. Secondary routes must also be identified if the primary route is blocked.

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6. Shelter in Place Plan

In the event of some type of emergencies such as hazardous materials release or severe storm a shelter in place procedure may be used. The EAP shall address the type of incidents whereby this scenario will occur. The shelter in place plan will provide the route(s) and the shelter in place location(s). A map of the route(s) and the shelter in place area shall be in the plan as well as posted throughout the facility and/or site.

7. Procedures for accounting for occupants

The EAP should identify a means to account for all occupants of the facility and/or site. The plan will designate who is responsible for this function. It is important that occupants know they must be accounted for before leaving the area. Each emergency assembly area shall have a designated individual for occupant headcount. This person is responsible for relaying this information to emergency responders.

8. Emergency and Safety Controls

The EAP shall identify the emergency and safety controls within the facility and/or site. These could include manual or automatic HVAC shutdown, fire extinguishers, alarm pull stations, sprinkler systems, notification appliances, smoke detectors, etc. If deemed necessary, a chemical monitoring and detection system shall be present. Critical equipment shutdown is to be identified in the case of emergency. Procedures for personnel to perform critical shutdown and emergency notification should be included in the EAP. The site map should show the locations of safety and emergency controls.

9. Emergency medical treatment and first aid

The EAP shall address procedures for emergency medical treatment and first aid. The nearest medical center should be identified. Designated personnel should be identified and trained to assess medical emergencies. Children shall have emergency authorization for medical aid on file.

10. Emergency equipment and supplies

The EAP should identify the emergency equipment and supplies that are available in the facility and/or site. The location area for the equipment shall be identified.

11. Training, drills and annual review

Before implementing the EAP, the facility and/or site board or responsible party shall designate and train a sufficient number of persons to assist in the safe and orderly execution of the EAP. Trained personnel shall be advised of his/her responsibility under the plan at the following times:

- (A) Initially when the plan is developed,
- (B) Whenever the responsibility duties or designated actions under the plan changes, and
- (C) Whenever the plan is changed/updated.

The EAP manager shall review with each participant upon initial assignment those parts of the plan, which the participant must know to protect people in the event of an emergency. The written plan shall be kept on site and made available for review. The EAP plan shall be reviewed and evaluated on an annual basis.

An annual drill with Fire Department on site shall also be conducted. It is the EAP manager's responsibility to arrange for the drill.

Once the Emergency Action Plan has been completed it shall be submitted to the Milpitas Fire Department for review prior to implementation. The plan shall be reviewed, updated and submitted to the Fire Department for approval on an annual basis to incorporate any changing conditions due to the Risk Assessment annual evaluation or other emergency issues.

For residential projects with HOA (homeowner's association). The HOA board of directors shall mail to each homeowner and/or resident a copy of the EAP on a yearly bases. The HOA Board shall also provide to the Fire Department a written statement acknowledging that a copy of the EAP was mailed to each homeowner and/or resident.