



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – EMERGENCY ACTION PLANS:

1.0 Scope and Application

This policy has been established to ensure that emergency and emergency evacuation plans are developed, implemented and communicated to each employee for each department and departmental facility within the County.

This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services and 29 CFR 1910.38 (Emergency Action Plans) as promulgated by the U.S. Occupational Safety and Health Administration.

2.0 Responsibilities

Risk Management: Support and management of this policy.

Department Heads: Implementation of policy and development of department specific emergency action plans and evacuations route maps.

Supervisors: Training of employees.

Employees: Follow the requirements contained in their Department's emergency action plan.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents minimum emergency planning requirements. Emergency plans specific to each department are required to be developed, implemented and communicated to employees.

4.0 Definitions

Emergency: Any event that has the potential to adversely affect human health, safety or the environment.

5.0 Training

Department Heads or designees will train employees in emergency procedures for safe and orderly evacuation, and designate employees to assist with the facilities emergency action plan as needed:

- When the plan is developed or the employee is assigned initially to a job;
- When the employee's responsibilities under the plan change; and
- When the plan is changed.

6.0 Documentation Requirements

Departmental specific emergency actions plans and evacuation route maps are required.



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7.0 Departmental Plans

Each Department Head is responsible for developing a specific emergency action plan for their department using the guidance provided by the Dane County Safety Coordinator. Other departments may be used as resources for proper emergency planning (ie. Emergency Management, Sheriff's office, Public Health, Fire Department etc...) Employees will be trained in the contents of this plan. At a minimum, the plan will contain the following information:

- Procedures for reporting a fire or other emergency;
- Method of alarm system used and its meaning;
- 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, (gathering areas);
- Procedures to be followed by employees performing rescue or medical duties; and
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

8.0 Evacuation Maps

Evacuation exit maps showing the preferred (primary) and secondary (alternate) exit routes for safe egress from the building will be posted within each facility at intervals that allow for quick and efficient evacuation of the building in the event of an emergency. Department Heads will be responsible for the development and posting of these maps.

End Policy