

OREGON MILITARY DEPARTMENT	NUMBER: 99.200.18
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: Mar 31, 2022
SUBJECT: Emergency Action Plan Policy	

APPLICABILITY:

This policy and the procedures contained herein are applicable to state employees.

AUTHORITY/REFERENCE:

OAR 437-002-0042, CFR 1910.165, CFR 1910.38(a)

ATTACHMENTS:

Attachment A: Emergency Action Plan Template

PURPOSE:

An Emergency Action Plan establishes guidelines for all reasonably foreseeable workplace emergencies.

DEFINITIONS:

Evacuation/Emergency Coordinator: Designated employee who is responsible for the evacuation process for a specific location or building.

SCOPE:

Emergencies can be identified as medical, fire, severe weather, bomb threats, chemical spills, terrorist attacks, criminal attacks, extended power loss etc. Because each emergency situation involves unique circumstances, the policy provides general guidance only.

GUIDANCE:

An Emergency Action Plan (EAP) must be developed for each specific location/building where state employees are assigned. The EAP must be available to all employees upon request. Each EAP will be updated as changes occur and reviewed annually. The EAP will be reviewed with all new employees. Evacuation and exit routes map must be included in each Plan.

Employees may contact the Evacuation Coordinator or their supervisor to learn more about the Emergency Action Plan.

Evacuation/Emergency Coordinator Duties: The Evacuation Coordinator (EC) will be designated for each location. Each EC is responsible for:

- Maintaining a list of employees and contact numbers for each.
- Making changes as needed to the EAP including escape routes and floor plans.
- Make sure all workers and visitors have evacuated the area in an emergency.
- Accounting for staff members after an evacuation.
- Ensure emergency services have been notified.
- Coordinate emergency services if needed.
- Maintain procedures for reporting an emergency, a medical evacuation and rescue needed.
- Maintain procedures for evacuation.
- Provide training or assign a person to this task.

All emergency action plans will be reviewed annually on July 1st and as changes occur. A copy of the plan will be sent to the Safety Manager after a change and annually on July 1st.

INQUIRIES / QUESTIONS: Questions pertaining to this guidance may be directed to AGP at (503) 584-3588.



Tracy Garcia
Adjutant General Personnel
Oregon Military Department

Emergency Action Plan

Emergency Action Policy 99.200.18 Attachment A

(Location)

Evacuation

Assembly Area: _____

Evacuation

Coordinator: _____

(Name)

(Title)

(Phone number)

Procedure for employee accounting after evacuation:

Procedure for reporting a medical emergency evacuation:

Procedure for reporting a fire or other emergency:

Attach a copy of building floor plan.

Attach a copy and/or map of the evacuation routes.



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
INSTALLATIONS DIVISION
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

Attach a map that shows the assembly area after an evacuation.