

# Section 5C: Workplace Health & Environmental Practices

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**Policy #2:**                      **Emergency Action Plan (EAP)**

**Effective Date:**              **December 15, 2016**

**Last Revision Date:**        **Original Policy**

## I. Purpose

The purpose of the Emergency Action Plan (EAP) is to establish departmental expectations and employee actions for fires, bomb threats, natural and man-made disasters, or other significant emergency situations. This plan is intended to provide a range of recognized guidelines which are uniform and which may or may not be appropriate given any specific occurrence. All departments must establish their own Safe Operating Procedure for Emergency Action that considers their specific needs and how they will interface with the Town of Mooresville's Emergency Action Plan.

## II. Scope

This Emergency Action Plan (EAP) sets forth a recommended course of action for Town of Mooresville employees that may be readily implemented during a declared emergency and will assist in minimizing hazards to life and property. While this plan is recommended, it is understood that the policy is merely advisory in nature. This policy is not intended to replace the scope or range of judgment expected to be exercised by those individuals implementing the plan given the particular circumstances of any disaster or emergency.

***Exemption:** This policy does not apply to Town employees working in sworn Public Safety departments (e.g. Mooresville Police Departments officers or Mooresville Fire Department Firefighters).*

## III. Definitions

**Building Administrator:** Highest ranking Town of Mooresville officials at a particular location or his/her designee.

**Building Evacuation:** Action taken to leave an area or building for personal safety.

**Emergency Plan Coordinators:** Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

**Emergency Action Plan (EAP):** A site specific departmental evacuation procedures

**Evacuation Assembly Area:** The location where all evacuees will convene once an order to evacuate is given.

**Shelter -in-Place:** Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.