

Creating an Effective Emergency Action Plan

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Employer Solutions Law

- Workers' Compensation Defense
- WISHA/DOSH
- L&I Matters
- Employment Law
- Apprenticeship



Brian Padgett

Owner, Managing Attorney

- Lived all over the USA, growing up in a military family.
- Worked in a wide variety of workplaces from shipyards to restaurants to construction.
- Former actor turned attorney with early experiences as a union shop steward.
- BFA Theater, Southern Oregon University.
- Moved to NYC to pursue acting, which led to law school.
- Represented employees in workers' compensation and social security disability claims in New York and Washington.
- Represented Washington employers since 2014. Firm owner since 2021.
- Enjoys living on the Cedar River, active in the Multiple Sclerosis Society.
- Married with a dog named Ziggy.

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PREPARED & PROACTIVE:
Creating an Effective Emergency Action Plan

With Brian Padgett

INTRODUCTION

- **Purpose of an EAP:** To facilitate and organize employer and employee actions during workplace emergencies to save lives and reduce damage.
- **Why It Matters:** Legal compliance (WISHA/OSHA), business continuity, and employee safety.
- **Presentation Goal:** Provide actionable steps to create, implement, and maintain a site-specific EAP.
- **Example Overview:** Putting it all together.

Step 1

Lay the Foundation
(Planning & Risk Assessment)

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Lay the Foundation



Include members from all organizational levels..

Identify potential emergencies (fires, natural disasters, active shooters, hazardous spills).

Review building construction, process systems, and security.

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Step 2

Key Components of the EAP Document

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Key Components of the EAP Document

1. **Reporting Procedures:** How to report fires or emergencies (alarms, emergency numbers).
2. **Evacuation Policies & Routes:** Clear floor plans, primary/secondary exits, and assembly points.
3. **Accountability Measures:** Procedures to account for all employees after evacuation.
4. **Roles & Responsibilities:** Clearly designate who orders evacuation and who leads the team.
5. **Critical Operations:** Procedures for staff who remain behind to shut down critical equipment.
6. **Rescue & Medical Duties:** Identifying trained individuals for first aid/CPR.

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Step 3

Communication & Training

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Communication & Training

Alerting Staff:

- Describing alarm systems(sirens, PA systems).
- Group texts/Mass emails.

External Communication:

- Contact info for local first-responders (police, fire).
- Plan for notifying family members, as applicable.

Point of Contact for Media:

- Identify company representative for media communication.
- Ensure they are trained for the task.

Training Schedule:

- When to train employees (new hire, plan changes, annual refreshers).

Drills:

- Scheduling regular, mandatory drills (e.g., every 6 months).

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Step 4

Maintaining & Updating the Plan

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Maintaining & Updating the Plan

Annual Reviews: Review and update the plan at least annually or when layout changes.

Updating Contacts: Keeping phone numbers and key personnel lists current.

Post-Drill Evaluation: Evaluating drill performance to make improvements.

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Step 5

Putting it all together.

- Develop Controls
- Identify Specific Risk Factors
- Disaster Response
- Plan Sections
- Crisis Communication

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DEFINITION: **Active Threat**

Definition: Active Threat Situation

- **An event where one or more individuals are actively engaged in killing or attempting to kill people** in a confined and populated area;
- **Most often involves firearms** and **no clear pattern** of victim selection
- Situations are **unpredictable and evolve quickly**.

Response & Timing

- Immediate law enforcement deployment is usually required to stop the shooting and mitigate
- **Incidents often over within 10 -15 minutes** - before law enforcement arrives on the scene,
- Individuals must be **mentally and physically prepared** to respond until help arrives

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Develop Controls



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Identifying Your Specific Risk Factors

- Unique to your business
- Existing potential threats
- Identifying vulnerabilities

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Your Threat Assessment Factors





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Disaster Response - Facilities

Manager Responsibilities



Implement access controls throughout the premises, such as electronic security systems and keys.

Assure that items such as floor plans, personnel lists, contact information, and facility keys are provided for appropriate managers and employees.

Prepare and distribute crisis kits that include radios, floor plans, personnel lists, flashlights, and first aid supplies.

Assure that facility security personnel is properly trained and able to maintain the premises' physical security.

Post removable floor plans at all entrances and exits.

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After Action - Immediate Assessment

Take a count of personnel to determine whether anyone is missing and possibly wounded.

Contact the families of those involved in the incident. In worst cases, this may include reporting casualties.

Implement plans to provide counseling or psychological care for employees as requested or needed.

KEEP IN MIND: Not all employees respond the same. Some may need to take some time off; others may never return; some may return immediately.

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Your Plan Should Include

Essential Components For Safety and Continuity

📢 Reporting Procedures

- ✓ How to notify **authorities, emergency services, and on-site personnel**

🚪 Evacuation Plan Escape Procedures

- ✓ Clearly posted **routes to safe areas**
- ✓ Multiple **rally points** identified

📞 Key Contact Information

- ✓ Local **hospitals and medical services**
- ✓ Assigned **individuals with specific roles**
- ✓ Locations of all **designated rally points**

📡 Communication Systems

- ✓ **Emergency notification methods** (phone, text, PA system, alarms)
- ✓ **Chain of command** for disseminating information

🎯 Training & Drills

- ✓ Regular **practice exercises** for staff
- ✓ **Role-specific training** for designated responders
- ✓ Post-drill **reviews to improve procedures**

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CRISIS COMMUNICATION TEAM

Identify Roles and Responsibilities in Advance

External*

- Outside Support Easily Accessed
- PR Firm
- Legal Representative
- Grief/Crisis Counsellors

* This contact list should be in place and available to leadership.

Internal**

- Employee Guidelines
- Social Media Plan
- Internal Phone/Text Tree or Email Chain

** These items should be in your handbook and easily accessible to all.

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Conclusion

- **Summary:** A well-prepared team is a safe team.
- **Key Takeaway:** An EAP is a living document, not just paperwork.

Questions?

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Thank You

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