



State of Missouri

Emergency Action Plan (EAP) Template

The purpose of the EAP template is to give employees the opportunity to specify aspects of their workplace and to establish an outline of appropriate procedures they can implement to increase workplace safety and to have a more efficient emergency response.

Facility Name

Address

Building Safety Coordinator

Floor/Room Number/Section/ Safety Coordinator

Local Emergency Phone Number

Safety Coordinator instruct employees/visitors to locate to the designated areas when there is an emergency that you determine by filling in the blank.

Natural Disasters

Severe Weather

(Thunder Storms, Tornados, High Wind, Hail, and Lighting)

During severe weather watches or warnings relocate to the and instruct employees to get as low to the floor/ground as possible and cover their head and neck with their hands and arms. Take attendance if necessary.

Floods

During flash flood watches or warnings relocate to and relocate parking to . During flood watches or warnings relocate and relocate parking to .

Earthquake

While indoors before an earthquake:

- Take Cover:
 - Under sturdy furniture.
 - Against an inside wall.
- Drop to the floor on your hands and knees then protect your head and neck with your hands and arms.
- Brace yourself against a portion of the furniture you are underneath or wall you are next to. Stay away from outside walls, shelving/cabinets, or items that are elevated and not anchored down as best as practical.
- Always try to stay away from windows or glass.
- Stay in your cover area until the shaking stops:
- After the shaking, check yourself over for injury. Assist others if able to do so. Be wary and move carefully while watching out for hazards:
 - If you must leave the building, leave after the shaking stops and use the stairs, preferably the interior fire stairs:
 - Do not use elevators.
- Be on the lookout for fires. Smell for smoke, look for smoke, and look for flames.

- If evacuating relocate to and take attendance. Await further instruction from emergency personnel or your organization.

Insert picture/screenshot with meeting point here

While outdoors before an earthquake:

- Stay outside.
- Move away from buildings, trees, streetlights, and overhead lines. Many injuries occur within 10 feet of the entrance to buildings from falling debris:
 - The Taller the building the further you should be. Also, trees and poles are very tall so it is advisable to be away from trees or poles such that your distance from the pole or tree is greater than its length. If that isn't achievable, move as far away as practical.
- Try to avoid other hazards such as vehicles, and signs.
- Move to a clear area as best as practical.
- Crouch down and cover your head.

Human Error

Vehicle Impacts

For vehicle impacts of typical traffic accidents, follow the vehicle's onboard fleet binder that indicates what to do in the event of a traffic accident.

If a vehicle impacts a building:

- Evacuate the building in the direction that is opposite or away from the crashed vehicle location.
 - After evacuation, relocate to and take attendance.
- Dial: **911** or **573-522-2222** for the Capital Complex.

- Law enforcement may ask employees questions.

Confined Spaces

In the event of a confined space entry incident:

- Do not enter without appropriate equipment or training.
- Someone should always remain near the entry point unless you need to leave to call emergency personnel or if the situation becomes too hazardous.
- If you need to leave the area to call emergency personnel dial: **911 or 573-522-2222 for the Capital Complex**. Describe the situation to the emergency contact. If there are others around you, have the most qualified person stay near the point of entry and have someone call emergency personnel. During that time the person near the entry point can try to talk to the individual in the confined space to check their status without jeopardizing you're safety.
- Stay near the entrance until emergency personnel arrives, unless the area becomes too hazardous.

Public/Civil Disturbances

If sheltering in place, employees and visitors should relocate to take attendance and wait there until it is safe to return to your normal work area.

- Evacuate if necessary to a safe location (the location may vary) and take attendance. Contact or other appropriate personnel in your organization and inform them of the situation.

Process Error

Vapor Release

Vapor releases may occur inside or outside so **Look, Listen, and Smell**.

If a vapor release is identified, position yourself in a safe area. You may shelter in place or locate yourself and others upwind.

- **DO NOT** walk or go into a suspected vapor release area!

Dial: **911 or 573-522-2222 for the Capital Complex**.

Explosions

Explosions are instantaneous but aftermath may continue.

- Evacuate the building if necessary and relocate to or shelter in place in the .
- Take attendance of employees and ensure all are accounted for. Contact or other appropriate personnel in your organization and Dial: **911 or 573-522-2222 for the Capital Complex.**

Equipment Failure

Utility Outages

If your facility is maintained by Facilities Management Design and Construction (FMDC) contact the appropriate personnel for your facility:

- Name –
- Phone –

If your facility is leased, it is possible the property is maintained by a landlord or another entity. In this case you may need to contact FMDC's real estate services to make a determination.

- Obtain permission from FMDC to contact the appropriate utility service(s). This can be completed ahead of time or during the outage.
 - Utility #1:
 - Utility #2:
 - Utility #3:
 - Utility #4:
 - Utility #5:

- If applicable, contact appropriate personnel previously mentioned and then converse with appropriate management personnel within your section/division/agency to assist with determining the extent to which emergency action measures should be taken.

Valve Leaks

If a valve leak has been suspected, inform or other appropriate personnel in your facility so the nature of the leak can be identified. Evacuate if necessary and locate to and take attendance.

Chemical Spills

Incidental Spills typically consist of materials that do not pose a significant hazard to employees or the surrounding environment:

- Use appropriate personal protective equipment:
- Determine the nature of the spill and the volume.
 - Look for safety data sheets to determine the nature of the spill.
- Stop and contain the spill:
 - Use appropriate containment materials:
- Large Incidental Spills may need assistance from a hazardous materials cleanup team. Refer to state wide contracts if applicable:
 - Contract Contact Information:

Emergency Spills typically consist of materials that pose a significant hazard to employees or the surrounding environment. The following maybe an appropriate course of action if there is an emergency spill:

- Call emergency personnel tell them the chemical(s) spilled listen for instruction (if applicable) and evacuate (if necessary) to the area and take attendance. Emergency personnel may give further instruction.
- Inform appropriate personnel within your organization.

- If applicable the Missouri Department of Natural Resources Environmental Emergency Response telephone number: **(573) 634-2436**

- If applicable the Local Emergency Management Agency Link: <https://sema.dps.mo.gov/index.php#contact-lemma> Search for your county at the bottom of the webpage.

- County.

- Emergency Coordinator(s) Contact(s):

- Name/Number

- Name/Number

- Name/Number

- If applicable Poison Control: **1-800-222-1222.**

Fires

In the event of a fire instruct employees exit through

and meet at

Take attendance and inform

of the number of people not accounted for and their location (i.e. Southwest 4th floor stairwell landing).

Terrorism/Workplace Violence

Terrorism, Bioterrorism, Chemical Terrorism, and Radiological Terrorism

Contact one of the numbers listed below if you suspect a form of terrorism:

- Capital Complex:
 - 573-522-2222.
- All Emergencies:
 - 911.
- 24/7 Public Health Emergency Hotline:
 - 800-392-0272.
- Regional Poison Control Centers:
 - 1-800-222-1222.

Listen for instruction from emergency personnel.

Workplace Violence/Active Shooter

Options to consider if presented with workplace violence/active shooter:

- Escape/Evacuate:
 - Develop your own plan to evacuate with respect to your surroundings.
- Hide:
 - Hide in a location that is out of view but allows for multiple (if applicable) exits.
- Offensive:
 - As a last resort, plan an organized attack.

Bomb Threats

If you receive a **Bomb Threat by Phone** complete the following:

- **Ask the Caller:**
 - Where is the bomb located? (building, floor, room, etc.)

 - When will it go off?

 - What does it look like?

 - What kind of bomb is it?

 - What will make it explode?

 - Did you place the bomb? Yes No
 - Why?

 - What is your name?

 - Exact words of Threat:

- Caller Location

-
- Approximate Age
-

Circle all that apply:

Callers Voice		Background Sounds	Threat Language
Female	Laughter	Animal Noises	Incoherent
Male	Lisp	House Noises	
Accent	Loud	Kitchen Noises	Message Read
Angry	Nasal	Booth	
Calm	Normal	PA System	Taped Message
Clearing Throat	Ragged	Conversation	
Coughing	Rapid	Music	Irrational
Cracking Voice	Raspy	Motor	
Crying	Slow	Clear	Profane
Deep	Slurred	Static	
Deep Breathing	Soft	Office Machinery	Well-Spoken
Disguised	Stutter	Factory Machinery	
Distinct		Local	
Excited		Long Distance	

- Call Capital Police: **573-522-2222** or Dial **911**.

If you receive a **Handwritten Bomb Threat**:

- Contact your supervisor.
- Call Capital Police: **573-522-2222** or **911**.
- Handle note as minimally as possible.

If you receive a **Bomb Threat by Email**:

- Contact your supervisor.
- Call Capital Police: **573-522-2222** or **911**.
- Do not delete email.

If you notice or receive a **Suspicious Package**:

- Inform your supervisor and emergency personnel contact Capital Police **573-522-2222** or Dial **911**.
- **Do Not:**

- Use two way radios or cellular phones while near the package; these signals could trigger the bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.