

# CBS Corporate Environmental Health, Safety and Sustainability

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## EMERGENCY ACTION PLAN

All locations, due to a host of regulatory requirements, are required to have a written emergency action plan (EAP) that is communicated to employees. At its core, an emergency action plan describes what actions are to be taken by employees and others in the event of a foreseeable emergency. Events covered in an emergency action plan often include fire, tornado, earthquake, chemical spills, bomb threats and active shooter. Most fundamentally, emergency action plans address both evacuation and shelter-in-place procedures.

When developing your emergency action plan, look at the wide variety of realistically potential emergencies that could occur in your workplace. The guiding principles are that it should be tailored to your specific worksite and recognize relevant hazards both within and outside of the fence line. When drafting your plan, remember that not all emergencies lead to evacuation. Shelter-in-place is the choice for tornado and the time immediately after an earthquake absent indications of imminent collapse or fire. The same holds true for civil unrest and chemical, biological, or radiological contaminant releases outdoors that are in proximity to your site. Shelter-in-place planning if feasible should include identifying an interior room or rooms, or perimeter ones with no or few windows, for employees to assemble in at time of emergency.

The Emergency Action Plan should describe the means for notifying employees that an emergency has occurred or is imminent as well as the process for reporting covered events to emergency responders and regulatory agencies. Don't forget to include procedures for employees who are responsible for performing emergency functions, such as shutting down or transferring critical operations. In the case of an evacuation, it is essential that certain individuals be assigned the task of assuring that everyone who is capable of evacuating, has evacuated. First responders need to know if anyone is left inside the building, as legitimately may be the case for persons left in a safe haven area that require assistance.

For the majority of us, the EAP involves knowing just a few important facts: (1) how will I be notified if there is an emergency - typically this is from audible and visible alarms but not all buildings have a fire alarm system, (2) where are the exits or shelter-in-place designated areas and how do I get to them - everyone should know more than one exit path because one could be blocked and (3) where do I assemble outside of the building and wait to be accounted for. All simple stuff, but too late to learn during an emergency.

For further information or assistance, contact David Templeman at [david.templeman@CBS.com](mailto:david.templeman@CBS.com).