

8.03 Business Continuity: Emergency Action Plan Administrative Procedure

Procedure Number:	8.03
Procedure Title:	Business Continuity: Emergency Action Plan (EAP)
Original Issue Date:	<i>DRAFT 2.14.2018</i>
Revision Date:	N/A
Appendices:	N/A
Procedures:	OEM Directive 17-002 Mass Notifications, Administrative Manual 2.17 Snow Day Policy, AMOP 14.02 Facilities Access Policy, DAS-FMD Facilities Communications Plan
Federal and State References:	FEMA CGC 1, Continuity Guidance Circular 1, "Continuity Guidance for non-Federal Governments (States, Territories, Tribes and Local Government Jurisdictions)"; OSHA Standards on "Emergency Action Planning", 29CFR 1910.38(c)
Statutory References:	Wis. s.s. 59.28, "County Officer"; 947.06, "Crimes Against Public Peace, Order and Other Interests"; Chapter 101, Department of Safety and Professional Services, "Regulations of Industries, Buildings and Safety"
Ordinance References:	MCO 47, "Parks and Parkways"
Department Responsible for Updates:	OEM
Date for scheduled procedure review:	1 year from Original Issue Date

- 1) **Objective.**
To expound upon the originating AMOP 1.01 Business Continuity in regards to EAP, Emergency Action Plan, which prescribes key actions for personal safety during an emergency.
- 2) **Definitions.** Herein, only key definitions are included for general clarity. See the COOP Plan for more detail.
 - 2.1 **Area of Rescue Assistance.** Persons unable to use stairwells should gather and wait in Areas of Rescue Assistance (signage shall be posted), usually located near a stairwell landing.
 - 2.2 **Building Owner.** The County department, municipal owner, or private company that operates the building.
 - 2.3 **EAS.** Emergency alert system. This system is operated by **OEM** 911.
 - 2.4 **Emergency Guidelines.** Includes emergency alerting capabilities countywide, and those that may be unique to a department's specific location. The EAP template includes instructions on how-to sign-up for the County's mass notification text/email alert system.
 - 2.5 **Team Leaders.** These persons are identified in each COOP Plan and rally team members and neighboring occupants during an emergency or unusual event for the action prescribed in the EAP.
- 3) **Responsibilities:**
 - 3.1 **Department heads** are responsible to have a EAP Plan for their department, to review annually, and to disseminate and educate their staff on its procedures.
 - 3.2 **OEM** is responsible to maintain an electronic repository of EAP Plans, to review them annually.
 - 3.3 **Building Owners** are responsible for communications plans to their occupants in an emergency.