

Supervisor/Manager Emergency Action Plan (EAP) Guidance

Supervisors and Managers play a key role in the health and safety of employees who report directly to them. **Managers and Supervisors follow the EAP guidance for all employees**, in addition to the responsibilities shown below.

Preparing for emergencies



- Get regular information and updates from the agency's assigned EAP Coordinator*

* The Agency Loss Prevention Coordinator or Agency Emergency Coordinator may be the Coordinator for the agency's EAP



- Teach direct reports (Onboarding)
- Identify and instruct personnel who:
 - Perform critical operations
 - Request evacuation assistance
 - Choose to shelter in an Area of Rescue Assistance



- Collect updated contact information for direct reports
- Review and ensure staff review EAP Guidance for all employees

Responding to evacuations



When alarm sounds:

- Stop all work immediately
- Ensure direct reports clear area
- Evacuate building using the nearest exit

Accounting

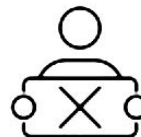
- After exiting, keep going until safe
- Proceed to assembly area
- Account for direct reports, including those in Area of Rescue Assistance

Communicate

- Call 911 for new emergencies
- Relay incident information to your group, including leadership, as appropriate

Monitor

- **Resolution:** BC, security, facilities, or first responders confirm building reentry
- **Ongoing:** Transition to continuity plan as applicable



Stay

or



Go