



Emergency Action Plan



Policy A-HR-22

December 4, 2013

Purpose: To ensure employees, visitors, and/or contracted personnel have a process and plan which provides direction and guidance during an emergency

Policy: It is the policy of Three Rivers District Health Department to maintain a current Emergency Plan which provides for the safe evacuation and/or management of unusual or emergent and/or situations where one, all, or, or any combination of Health Department facilities are faced with a threat.

Procedure:

I. Training

- A. All employees are required to be familiar with and receive training on the Emergency Action Plan. For further detail, please refer to Employee Emergency Action Plan: Tdrive>Departmental>Environmental>Disaster Outbreak>Employee Emergency Action Plan

II. Maintenance of plan.

- A. The Preparedness Coordinator shall be responsible for the ongoing maintenance of the plan, updating it as needed, and conducting at least one annual review during each fiscal year. For further details, please refer to Tdrive>Departmental>Environmental>Disaster Outbreak>Employee Emergency Action Plan

District Director

Date

Chairperson, Three Rivers District Board of Health

Date