

**CHAPTER 2**  
**FACILITY OVERVIEW**  
**TABLE OF CONTENTS**

PHILOSOPHY..... 2-3  
    Goal..... 2-3  
PURPOSE..... 2-3  
POLICY..... 2-4  
FACILITY DESCRIPTION..... 2-4

ANNEXES

A-Z – FLOOR PLAN..... 2-5

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## CHAPTER 2

### FACILITY OVERVIEW

#### 1. PHILOSOPHY.

a. The *(Division/Department/Agency)* has both a legal and moral responsibility to provide a safe and healthy environment for its employees and visitors. To ensure peak efficiency, all employees are to follow safety procedures that promote and maintain safe working conditions.

b. Goal:

(1) *(Insert the goal of your Division/Department/Agency(s)(ies) safety program, e.g., to eliminate suffering by employees, economic losses to them and their families, and to conserve the resources of the Division/Department/Agency).*

(2) *(Insert how your Division/Department/Agency plans to meet these goals, e.g., to maintain effective health and safety programs that comply with local, state, and national standards at all command levels).*

c. *(Insert the philosophy of your Division/Department/Agency, e.g., to maintain, to the greatest extent possible, normal operations in the event of emergency or catastrophic circumstances. Such continued operations must in no way imperil, or potentially imperil, human health or safety, and should not result in material damage to property).*

d. *(Insert your Division/Department/Agency) employees are responsible for adhering to policy and procedures contained in this Emergency Action Plan (EAP), and health and safety standards as directed by management. Additionally, employees are responsible for reporting potential safety hazards to their immediate supervisors/managers so that corrective action may immediately be taken.*

e. For their own personal safety and well-being, *(insert your Division/Department/Agency) employees are encouraged to become **thoroughly familiar*** with the contents of the EAP.

2. PURPOSE. It is incumbent on the *(Division/Department/Agency)* to ensure the optimum safety of all its employees and visitors to its facilities. Therefore, the primary purpose of this plan is to provide emergency incident and safety guidelines for *(insert your Division/Department/Agency) personnel.*

3. POLICY. It shall be the responsibility of all managers/supervisors to be **thoroughly familiar** with the EAP. Managers/supervisors shall review the plan with each employee to ensure comprehension, and shall designate personnel to perform required tasks in the event of an emergency. Additionally, managers/supervisors shall be responsible for preparing and inserting all “site-specific” information (e.g., physical location of the EAP, evacuation route signs, emergency telephone rosters) into their EAP.

4. FACILITY DESCRIPTION. This portion of Chapter Two shall provide a complete overview of your facility. This chapter shall include, but not be limited to, the following information:

- a. *(The name and address of your Division/Department/Agency).*
- b. *(A complete physical description of the interior of your facility, e.g., floor plan, name and location of work stations, exit locations).*
- c. *(If your facility has multiple floors, a complete description of each floor shall be provided).*
- d. *(A complete physical description of the exterior layout of your facility, e.g., visitor parking, employee parking, surrounding surface street names).*

**ANNEX A-Z**  
**FLOOR PLAN**

(Insert a copy of your facilities floor plan, campus parking lot, surrounding surface streets, etc.)