



Division of Finance and Administration

A message from Chief Financial Officer & Vice Chancellor
Mary Lou D. Ortiz



Dear colleagues,

[UCI's Emergency Management \(EM\)](#) department is proud to announce the launch of a new Emergency Response Training program to educate faculty, staff, and student employees on emergency response procedures and resources in compliance with CalOSHA. The 18-minute training video contains five modules focusing on facility evacuation, mass evacuation, active shooter, earthquake response, and individual preparedness. This new, biennial awareness training is available in the [UC Learning Center \(UCLC\)](#) and appears in the "Assigned Training" folder. Initial completion of this training is due on or before December 31, 2022.

Historically, each work location would have one or more individuals in charge of building procedures during an emergency. In light of flexible schedules through [Work Reimagined](#), all faculty, staff, and student employees must be aware of emergency response procedures. A [full list of changes](#) and [new features](#) are posted to Emergency Management's website. Below lists a few highlights of the changes:

- Eliminated the role of Floor Warden. All faculty, staff, and student employees receive training on emergency response procedures.
- Removed the use of the red door tags which were to be placed on doors during an evacuation.
- Changed evacuation staff check-in procedures from Zone Crew to supervisors. View the [Supervisor Check-In Guide](#) for tips and procedures.
- Transitioned [Assembly Areas](#) to align with zones instead of assigned to a single building.
- Revised the [Emergency Action Plan](#) to include nearby assembly area locations and the zone number at building entrances, stairwells, and elevators.
- Established new campus evacuation zones which also include an [interactive map](#).
- Established [Transportation Access Points \(TAPs\)](#) to provide transportation assistance during an evacuation.
- Created outdoor campus signage for evacuation zones, assembly areas, and transportation access points.

EM will continuously evaluate emergency response policies and procedures to improve the resilience and readiness of our campus community. We appreciate you taking the time to learn the updated emergency response procedures and increasing your personal preparedness. Please direct questions and comments to Vanessa Flores, deputy director of Emergency Management at vanesmf1@uci.edu.

Sincerely,

Mary Lou D. Ortiz

Chief Financial Officer & Vice Chancellor
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