

# EMERGENCY ACTION PLANNING

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## **Purpose:**

The Emergency Action Plan (EAP) is a way for your workplace to prepare and plan for a variety of emergency situations, e.g., medical emergencies, citywide disasters; power outages, hazardous chemical spills, fires, bomb threats, a civil disturbance, and earthquakes.

An Emergency Action Plan is required for each Administrative and Academic work space, and should be considered a part of every Department's basic health and safety responsibility. EAPs may be developed for an entire floor or area occupied by multiple departments, divisions, units, or labs; or may be written for a single unit/lab worksite.

It is important for staff to read and understand their work site Emergency Action Plan BEFORE an emergency occurs. Managers should share safety information with faculty, staff, and students; brief all new personnel as they join the department; and POST copies of the Emergency Action Plan in accessible locations. Department Managers are responsible for the annual review and update of their Emergency Action Plan(s).

The Emergency Action Plan can be organized by worksite (office, lab), by Division or Department, and by floor or building. Collaboration between neighboring workspaces on the same floor to develop a single "Neighborhood" EAP is encouraged.

Large departments occupying different locations may need individual plans for each facility they occupy.

## **Information included in an EAP:**

- Primary & Alternate Contact Information for the EAP
- Detailed information pertaining to the Primary & Alternate Emergency Assembly Areas Post-Evacuation
- Designated Waiting Area(s) if in Need of Assistance to Evacuate
- Instructions for Reporting Emergencies
- Instructions for Evacuation
- Instructions for Sheltering in Place
- Instructions for Securing in Place
- Buildings Covered (in Whole or Part) of this EAP
- List of Occupants in the Work Area
- Occupants with Special Duties During Emergencies

## **Additional Information to Provide:**

- Inventory of emergency supplies
- Evacuation plan and exit routes
- Special staff assignments/needs list
- Critical functions, data or research to be protected
- Worksite emergency coordinator and floor wardens
- Alternate floor wardens and emergency coordinators to serve in absence of primary floor wardens and emergency coordinators.
- Emergency communication and after-hours notification plan
- Campus emergency phone locations

**EAP Support:**

UC Ready:

All Emergency Action Plans are created within UC Ready. If you are a new UC Ready user or require assistance regarding an EAP or UC Ready, please contact EAP support ....

Please contact EAP support if:

- You do not have access to your building floorplan for evacuation routes and maps
- You need assistance identifying your primary and alternate evacuation assembly areas
- You need assistance identifying occupants with Special Duties During an Emergency such as your Zone Captains, Building Coordinators or Floor Wardens
- You need assistance identifying the details of you buildings alarm systems and/or location of your alarm system panel

**Training Requirements:**

Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. The employer shall advise each employee of his/her responsibility under the plan at the following times:

- Initially when the plan is developed,
- Whenever the employee's responsibilities or designated actions under the plan change, and
- Whenever the plan is changed. The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.

**Record Keeping Requirements:**

The written plan shall be kept at the workplace and made available for employee review.

A written training record shall be kept in the workplace. The training record shall include, at minimum, a list of employees trained in the EAP, the date of training for each, and the employee's signature as confirmation. Training records shall be kept and available for a minimum of ten years.