

# Emergency Action Plan for **Template**

### Contact Persons For This Plan

	Name	Email	Work Phone
<b>Primary</b>			
<b>Alternate</b>			

### Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate

### Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup

## TABLE OF CONTENTS

A. Purpose Of The Emergency Action Plan.....3

B. Buildings Covered (in Whole or Part) .....3

C. Specific Work Area (Within the Above Buildings) Covered By This Plan.....3

D. Instructions For Reporting Emergencies.....3

E. Instructions For Evacuation.....3

F. Instructions For Sheltering In Place.....4

G. Instructions For Securing In Place .....4

H. Procedures For Specific Scenarios.....5

I. List Of Occupants In This Work Area .....5

J. Occupants With Special Duties During Emergencies .....5

K. Other Important Information .....5

Appendices .....6

Appendix 1: Alarm Systems.....6

Appendix 2: Org Units That Have Staff In This Work Area.....6

Appendix 3: Training Requirements .....6

Appendix 4: Record-Keeping Requirements .....6

Appendix 5: Contact Persons For This Plan.....6

---

<b>Plan Status</b>	
<b>Current Plan Status</b>	Plan Under Initial Construction
<b>Date This Status Became Current</b>	
<b>Next Annual Review Due By</b>	

**A. Purpose Of The Emergency Action Plan**

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).

**B. Buildings Covered (in Whole or Part)**

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment

**C. Specific Work Area (Within the Above Buildings) Covered By This Plan**

Work Area Covered By This Plan	
Additional Description of Work Area	
Location Tag	
Other Location Tag	
Animal Facilities In This Work Area?	
Animal Facilities Location/Details	

**D. Instructions For Reporting Emergencies**

Employees shall report any fire or other emergency situation to the UCI Police Department by dialing 911 or 949-824-5223. The caller should provide as much information about the emergency as possible, including locations affected, any health and safety issues, missing persons, or other pertinent information.

**E. Instructions For Evacuation**

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Floor Wardens and Building Coordinators are responsible for ensuring that employees know their Emergency Assembly Area (EAA) location, and two evacuation routes from the work site location.

Roster sheets listing all employees in the workspace shall be kept in an appropriate and easily-

### E. Instructions For Evacuation

accessible location. They may be kept in multiple locations if necessary to ensure quick access during emergencies. Floor Wardens and Building Coordinators, upon receiving the notice to evacuate, shall carry the roster sheets with them as they guide the evacuation. After the building is evacuated and employees have gathered at the Emergency Assembly Area (EAA), the Floor Wardens and/or Building Coordinators shall take the roll of those gathered. Missing employees shall be promptly reported (a) to on-scene emergency responders (Fire Department, Police, other) and (b) to the Emergency Operations Center or other designated Incident Commander.

- EVACUATE when:
  - A fire and/or life safety emergency occurs,
  - The fire alarm activates (audible and/or visual),
  - Notified to do so by emergency response personnel or Zone Crew members.
- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, keep calm, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN.
- DO NOT USE ELEVATORS unless directed to do so.
- ASSIST persons with disabilities, access or functional needs if you are willing and able.
- Notify Zone Crew or emergency personnel if you suspect someone may be trapped in the building.
- Follow instructions given by Zone Crew members in red, yellow, or green vests or emergency personnel.
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building until an all clear message is given and you are directed to do so.

**Hazardous Materials Operations and Laboratory Evacuations, if safe, perform the following before evacuating:**

- Shut down all hazardous operations including equipment and energy sources connected to hazardous materials.
- Close all supplies of hazardous materials including compressed gas cylinders.
- Make sure operations are left in a stable state.

<b>Evacuation Route</b>	<b>Primary:</b>
	<b>Secondary:</b>
<b>Emergency Assembly Area</b>	<b>Primary:</b>
	<b>Secondary:</b>
<b>Designated Waiting Area(s)</b>	

### F. Instructions For Sheltering In Place

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. This can be due to everything from hazardous material releases to fires, explosions or chemical spills. If a shelter in place order is given employees should follow these procedures to ensure their safety

**How to choose a room to shelter in place:**

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

**Additional Notes:**

- Lock all available doors
- Turn off all fans, heating and air conditioning systems
- Inspect emergency kits and supplies.
- Tune your AM radio to 1690 for updates on the situation and an all-clear zotALERT message
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination

### G. Instructions For Securing In Place

### G. Instructions For Securing In Place

A Secure-In-Place notification may be issued when the UCI Police Department determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL zotALERTS seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

#### How do I Secure-In-Place?

- REMAIN CALM!
- Find an interior room and lock or barricade the doors.
- If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/classroom/lab/residence hall.
- To minimize vulnerability, turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

#### What if I am outside?

- If you are outside during a Secure-In-Place emergency you should seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage, away from the danger area (if known).
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- Stay sheltered until an all-clear message is received.

#### What if I am in a classroom or lecture hall?

- Notify class of "Secure-In-Place" order (students, if your professor or TA does not see the alert – notify them).
- Lock or barricade the doors.
- Turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

### H. Procedures For Specific Scenarios

For additional information on emergency procedures for utility failure, persons in distress, active shooter, hazardous materials incidents, evacuation of persons with disabilities, access or functional needs, medical emergencies, bomb threats, and earthquakes refer to the UCI Emergency Procedures Flip Chart. [http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)

### I. List Of Occupants In This Work Area

Name	Department	Relevant Information?
------	------------	-----------------------

### J. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
------	------------	------------------	-----------------------	------------------------	--------------------------

### K. Other Important Information

No other information at this time.

## Appendices

### Appendix 1: Alarm Systems

Details Of Building Fire Alarm System	
Other Employee Alarm Systems In Building	
Details Of Other Employee Alarm Systems	

### Appendix 2: Org Units That Have Staff In This Work Area

### Appendix 3: 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.

### Appendix 4: 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.

### Appendix 5: Contact Persons For This Plan

	Name	Email	Work Phone	Cell Phone
Primary				
Alternate				