Section 2. PLANNING FOR AN EMERGENCY: Checklist for Departmental Management

A. Department Emergency Operations Plan (DEOP)

☐ Familiarize yourself with this DEOP. Place your unit’s name and other info requested on the front cover and place into your unit’s UCSB Health & Safety Binder.

☐ Assist the department head in the development of the DEOP. Do not hesitate to expand upon the basic framework of this plan to incorporate any additional local planning information.

☐ Have the appropriate department individuals (DSR, Alternate, Department Head, MSO) obtain Emergency ID badges – call Police (Lost & Found) at x3843 for appointment.

☐ Encourage all your personnel to register for Emergency Text Messaging at http://alert.ucsb.edu.

☐ Develop an **internal communications** plan to keep department informed as much as possible (e-mail, emergency call-out instructions, urgent page, etc.). Call Communication Services at x3331 if you need further assistance.

☐ Distribute for posting around your building the UCSB Emergency Information Flip chart. However, before distributing, first complete the information requested on the last tab of the flip chart (Building Specific Information) and photocopy enough copies for insertion into everyone’s flip chart. Also, post a current copy on your department’s safety bulletin board.

☐ Identify local individuals with mobility disabilities (e.g., wheelchair-bound). Designate multiple people to assist them during emergencies.

☐ Develop a **home/work phone roster** of department personnel to be kept with this document and other handy locations. It may be necessary to contact your personnel regarding return to work issues, etc. If applicable, pre-identify which personnel should/should not return to work in the event of a major incident.

☐ Keep a copy of all essential emergency information at home. Consider developing laminated, wallet-size cards of emergency phone roster.
Redundancy for critical computer files, notebooks, research papers, etc., is essential. Encourage secondary locations for storage of such materials to be established.

Participate in the annual State Fire Marshal drills as required during building fire alarm testing.

B. Recommended Department Emergency Supplies

The Department Safety Representative and/or MSO should have a small set of emergency supplies available.

Minimum Supplies (recommend these be in one portable carrier)

- Orange vest identifying you as emergency manager (available from EH&S)
- Department home/work phone roster
- First-Aid Kit
- AM/FM battery-powered radio and extra batteries
- Flashlights and extra batteries
- Building floor plans
- Copy of this written plan

Optional Supplies (ideally stored in easy-access area)

- Personal supplies for critical department personnel: hard hats, work gloves, boots, warm clothing, food, water
- Bull-horn
- For detailed suggestions and kits for purchase, see the Red Cross Web site: http://www.redcrossstore.org/shopper/ProdList.aspx?LocationId=1

C. Campus Emergency Operations Plan

- Familiarize yourself with the Campus EOP (see the “Emergency Planning” link on the EH&S Web site - http://ehs.ucsb.edu

- Know the location, function and ways to utilize the Emergency Operations Center

  EOC Location: EH&S Training Room #1045 (Mesa Rd.) Phone x3194

  (If necessary, an alternate location will be posted at the primary EOC.)