

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.)