



Department Emergency Action Plan



Department

DSR

Alternate DSR

Date

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INTRODUCTION

A. PURPOSE

The purpose of this Department Emergency Action Plan (DEAP) is to provide guidelines to facilitate local emergency planning, and to provide practical emergency response guidelines for common types of incidents. This plan has been designed to meet the requirements of the Emergency Action/Fire Prevention Plan required by Cal-OSHA (Title 8, Sections 3220 and 3221). The Department Safety Representative (DSR) should keep an updated departmental copy of this document within their *UCSB Health & Safety Binder*. In the event of a Cal-OSHA visit, your department plan should be made available for review.

Hazard specific emergency information can be found in the *UCSB Emergency Information Flipchart* (edition: 2013), and in the *Building Specific Emergency Information* poster, which is customized for each department and should be posted on the department's safety bulletin board. Departments are encouraged to post the flipchart in key and communal-use locations. This information and more emergency resources can be found on the UCSB Emergency Preparedness website at <http://emergency.ucsb.edu>

B. ROLES/RESPONSIBILITIES

Responsibilities for emergency planning and response reside at all levels. The success of this effort is dependent upon good management planning and upon all employees becoming familiar with the information that applies to them prior to an actual emergency.

Role of Faculty and Staff

All employees should make an effort to be prepared for emergencies and at a minimum should be familiar with:

- The locations of fire alarm pull stations, fire extinguishers, and evacuation procedures and routes in their building
- The emergency response guidelines in the *UCSB Emergency Information Flipchart*, including their *Building Specific Emergency Information*
- The emergency procedures in this document

In the event of an emergency, be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. Follow the guidance provided by emergency response personnel, and any applicable guidance described in the *UCSB Emergency Information Flipchart*. As needed, evacuate the building in an orderly manner to an Emergency Assembly Point and establish contact with the DSR. Faculty and staff are seen as leaders by

students and should be prepared to direct their students to an Emergency Assembly Point in an emergency evacuation.

Role of Department Safety Representatives

Department Safety Representatives (DSRs) are designated by the department to assume key roles in coordinating the department's emergency preparedness and response activities. DSRs have an important function in UCSB's response to an emergency, as they are the liaison from the department to the UCSB Emergency Operations Center (EOC). DSR emergency preparedness and response roles are described in more detail in the rest of this document.

EMERGENCY PREPAREDNESS

A. Department Emergency Plan Checklist

- Familiarize yourself then educate your department personnel on this emergency action plan. If your department would like more information on community emergency preparedness, please contact the EH&S Emergency Management program to arrange a presentation for your department.
- Place your department's name and other information on the front cover of this plan and place into your department's *UCSB Health & Safety Binder*.
- Complete the *Building Specific Emergency Information* poster, and post it on your department's safety bulletin board.
- Distribute for posting in key places in your department the latest version of the *UCSB Emergency Information Flipchart*.
- Assemble and maintain a department emergency response kit.
- Develop and keep current a home/work phone roster of department personnel to be kept in in your department emergency response kit. In the event of a major incident, it may be necessary to contact department personnel regarding return to work issues, etc.
- Familiarize yourself with the UCSB Emergency Operations Plan, including the DSR's role in an emergency response.
- Encourage department personnel to register for 'UCSB Alert', the University's emergency notification system at <http://alert.ucsb.edu>
- Assess if there are people in your department with mobility impairments (e.g., wheelchair bound, leg in a cast, etc.). Designate multiple people to assist them during emergencies, in accordance with the *Emergency Response Program for Access and Functional Needs*. Contact the EH&S Emergency Management program for assistance with this program.
- Be as prepared as possible to resume departmental operations after a major emergency event by completing or updating your departmental continuity plan. Contact the EH&S Emergency Management program for more information on your department's continuity plan.
- Participate in your department's annual building evacuation drill as required by the State Fire Marshal by drilling the 'DSR Evacuation and Communication Checklist' (see below).

- At least one DSR per major campus building is equipped with an 800 MHz radio that can be used to communicate with the campus EOC in an emergency if standard means of communication are impaired. You are encouraged to determine which DSR in your building has an emergency 800 MHz radio.

B. Department Emergency Response Kit

The Department Safety Representative should have a set of emergency supplies available in a backpack or other portable carrier. For first aid and emergency kit supplies for purchase, see the UC Disaster Supply website: <http://www.nexisprep.com/universityofcalifornia>

Recommended Supplies:

- Orange vest identifying you as Department Safety Representative
- Department personnel phone roster
- First-Aid Kit
- AM/FM hand-crank radio/flashlight
- Building floor plans

Optional Individual Supplies:

- Hard hat
- Protective eyewear
- Work gloves
- Comfortable work boots
- Warm clothing
- Water in a sealed container

C. Campus Emergency Operations Plan

The UCSB Emergency Operations Plan (EOP) is broader than a Department Emergency Action Plan. The purpose of the UCSB EOP is to establish policies, procedures and an organizational structure for the mitigation, preparedness, response and recovery of emergency events impacting UCSB. The UCSB EOP outlines the management of emergency operations, activation of the UCSB Emergency Operations Center, and roles in campus emergency operations.

The UCSB EOC will be located at the Environmental Health & Safety Training Room: 565 Mesa Road. If necessary, an alternate location will be posted at the primary EOC.

EMERGENCY EVACUATION

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. The dense urban population, high number of resident students, and use of transportation alternatives at UCSB must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, vanpool, or bicycle.

In a major emergency, the decision to implement evacuation procedures generally rests with the members of the UCSB EOC Executive Policy Group. In situations requiring immediate action, public safety responders (Police, Fire) can also order an evacuation. When evaluating the possible evacuation, several considerations will be made, including the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, power outages etc.), its context (time of day, likelihood, etc.), and the recommendation of public safety officials.

After a major disaster many people may choose to leave campus to check on their family members and homes. Ideally, individuals should first check-in with their DSR, so that they are not assumed to be trapped or missing, and they can be informed about emergency information.

A. Building Evacuation

Emergency procedures and State law require that everyone exit a building when a fire alarm is activated. Departmental Safety Representatives will try to make sure that all members of their department/unit (and any related students or visitors) are proceeding to the Emergency Assembly Point for their building. The Departmental Safety Representative, without re-entering the building, will then assure as best they can that the building is secured and that all personnel are accounted for. When evacuating a building:

- Proceed toward the nearest safe exit.
- Do not use elevators for evacuation because they may be damaged and unreliable.
- After exiting the building go directly to your building Emergency Assembly Point. If that area is no longer safe, determine the safest place away from imminent danger.
- DO NOT return to your building until notified by emergency personnel.

B. Evacuation of Persons with Impaired Mobility

During emergencies when an elevator is not available or safe for use, the following procedures have been developed for those unable to use the stairs in multi-story buildings:

- Designated personnel should escort individuals with impaired mobility to a refuge such as an enclosed stairwell landing that leads to an exterior exit at the ground level.
- Someone should remain with the individual while another person notifies arriving emergency personnel of the location of the person who needs assistance.
- The instructions of the emergency responder should be followed, and no attempt should be made to move the individual to another building level unless there is imminent danger in the refuge.
- Individuals unable to utilize the stairs and alone should call 911 and report the location of their planned refuge.
- Anyone unable to reach a stairwell (for instance due to smoke), should close all doors into their area, call 911 and wait for emergency personnel to arrive.

C. DSR Evacuation and Communication Checklist

- As you prepare to exit the building bring your department emergency response kit (and emergency 800 MHz radio if applicable) out of the building with you.
- Put on your orange vest that identifies you as the DSR.
- Use the department roster to determine if all personnel are accounted for.
- Restrict entry to building through verbal instructions and postings.
- When emergency response personnel arrive, relay any pertinent emergency status information to them. Follow their instructions.
- Try to determine if the UCSB Emergency Operations Center (EOC) has been activated. If so, report your department's emergency status to the EOC via the best means possible. Use the *UCSB Emergency Status Report* form below.
- Access emergency information resources, and keep your department informed to the extent possible.

UCSB EMERGENCY STATUS REPORT

- Use this form to communicate to the Emergency Operations Center (EOC) or your Satellite EOC/DOC.
 Immediately call 911(campus phone 9-911) to report life-threatening emergencies.
 Email to: eoc@ehs.ucsb.edu, Fax to: x8659 Call: x3901 Use Runner Radio Information

Building/Floor/Room #: _____ **Date:** _____
Department: _____
Your Name: _____ **Phone (office & Cell):** _____
Your Location (if different than above): _____
Your department evacuated to: _____

Problems/Urgent Needs	Exact Location / Details
Serious Injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First Aid Station Established? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire/Explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress <input type="checkbox"/> Threat <input type="checkbox"/> Extinguished	
Building Collapse? <input type="checkbox"/> Yes <input type="checkbox"/> No	
People Trapped/Missing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disabled Evacuated from Bldg. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous Materials Spill? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncontained <input type="checkbox"/> Contained <input type="checkbox"/> Cleaned Up	
Services Functional? <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No Emergency lighting <input type="checkbox"/> Yes <input type="checkbox"/> No Telephones/radio <input type="checkbox"/> Yes <input type="checkbox"/> No Water <input type="checkbox"/> Yes <input type="checkbox"/> No Elevators <input type="checkbox"/> Yes <input type="checkbox"/> No Gas <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Observations/Needs: _____	
<input type="checkbox"/> NO MAJOR PROBLEMS AT THIS TIME	