California Institute of Technology

EMERGENCY ACTION PLAN
Emergency Plan For:

DEPARTMENT/DIVISION _____

BUILDING (S) _____

FLOOR/ROOM _____

Work Site
Emergency Coordinator

Name _____ Email _____

Evacuation Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

_____

Campus Assembly Area (Assigned for Campus wide evacuations)

Braun Athletic Center – Baseball Field _____

Date of Plan: _____ (Update your plan annually)

By: _____

Title: _____

Caltech Emergency Preparedness Program

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INTRODUCTION:

The complexity of a campus like Caltech requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAP) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc.).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

5000 (from a Campus phone) 395-3000 (from Off Campus)	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
395-4701	Campus Security Non-Emergency
395-4717	Physical Plant Service Center (Utilities, building damage, etc)
395-6727	Campus Environment, Health and Safety (EH&S)
(888) 427-7465	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(888) 427-7512	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
	Building Coordinator
	Division Administrator

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DEFINITIONS:

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.
Staff Information: (888) 427-7465
Student Information: (888) 427-7512

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services. The primary EOC location is in the Physical Plant Conference Room.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

❑ Appoint a Building Coordinator and alternates for each building occupied by the department/division

❑ Appoint Floor Wardens for each group within the Division

❑ Designate Evacuation Assembly Areas for each building

❑ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

❑ Monitor and report any non-structural earthquake and safety hazards to EH&S

❑ Procure and maintain adequate emergency supplies for work area employees

❑ Post the *Caltech Emergency Response Guide* in work areas

❑ Develop emergency notification, reporting, and call-back procedures for staff

❑ Annually review and update the Emergency Action Plan

❑ Familiarize all staff with the EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1				
2				

Floor Wardens:

	Name	Location	Telephone	Email
1				
2				
3				
4				
5				

KEY STAFF ASSIGNMENTS:
Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, HAM Radio Operators, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Key Staff	Location	Assignment
1			
2			
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

❏ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

❏ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

❏ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill, or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by: _____

1. Type of Problem/Damage: _____
   _____

2. Specific Location: _____

3. Operational Impact: _____
   _____
   _____

4. Communications Available:

   a. Telephone:
      Number: (_ _ _) _ _ _ - _ _ _ _
   b. Two-way Radio:
      Frequency: _____
   c. FAX:
      Number: (_ _ _) _ _ _ - _ _ _ _

5. **Assistance Requested?**   Yes   o   No   o

   a. Personnel: Type/Number

      _____

   b. Equipment/Supplies: Type/Number

      _____

6. Special Problems/Needs: _____
   _____
   _____
   _____
   _____
   _____

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EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

Quantity	Purchase/ Replacement Date	Item	Location

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (data back-up, off-site storage, etc.)
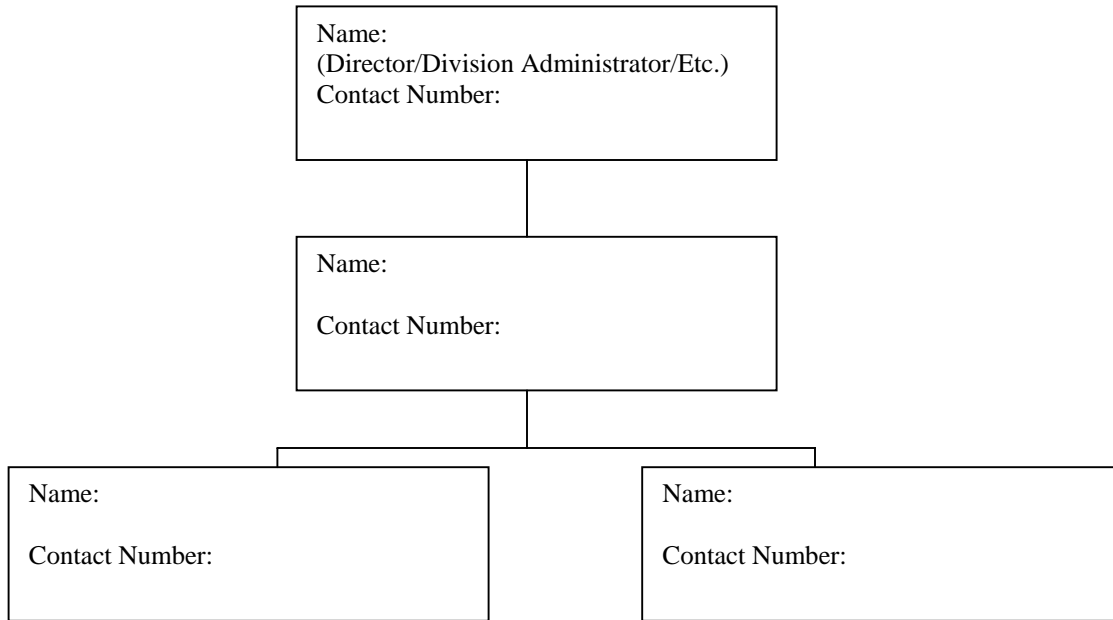
SPECIAL NEEDS OF THE DEPARTMENT:

List any special needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND:

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

```
                    ┌──────────────────────────────────────┐
                    │ Name:                                │
                    │ (Director/Division Administrator/Etc.)│
                    │ Contact Number:                      │
                    └──────────────────────────────────────┘
                                     │
                    ┌──────────────────────────────────────┐
                    │ Name:                                │
                    │                                      │
                    │ Contact Number:                      │
                    └──────────────────────────────────────┘
                                     │
              ┌──────────────────────┴──────────────────────┐
  ┌────────────────────────┐              ┌────────────────────────┐
  │ Name:                  │              │ Name:                  │
  │                        │              │                        │
  │ Contact Number:        │              │ Contact Number:        │
  └────────────────────────┘              └────────────────────────┘
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PERSONNEL ROSTER:

List personnel assigned to each work location.

Name	Work Location	Contact #	Contact #

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EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ❑ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ❑ Evacuation routes and assembly areas for each building occupied by the department
- ❑ The location of the campus evacuation point for large-scale campus emergency evacuations: **Braun Athletic Center – Baseball Field**

Building	Evacuation Assembly Area	Emergency Exit Locations

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This Emergency Action Plan Template has been adapted from the University of California, San Francisco Police Department Campus Emergency Preparedness Program.

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